



**COOPERATIVE PURCHASING PROGRAM**  
Houston-Galveston Area Council of Governments  
3555 Timmons, Suite 120, Houston, TX 77027  
Phone: 800-926-0234 Fax: 713-993-4548  
[www.hgacbuy.org](http://www.hgacbuy.org)

INVITATION TO SUBMIT COMPETITIVE:

**BIDS**

**PROPOSALS**

INVITATION No.: **VE11-20A**

ISSUE DATE: **December 3, 2020**

CATEGORY: **CURRENT MODEL CARS AND LIGHT TRUCKS**

### PURPOSE OF THIS INVITATION

The Cooperative Purchasing Program (**HGACBuy**) of the Houston-Galveston Area Council of Governments is soliciting offerings for the furnishing of products/services as described herein. These products/services may be purchased by any of more than 7,000 members local governments, districts, agencies in 49 states across the nation.

**Note: Responses will be accepted by online electronic submissions. Responses are scheduled to be “Opened by HGAC” on the date and time indicated.**

Go to <https://www.hgacbuy.org/bid-notice> and click on the corresponding link.

### PROCUREMENT SCHEDULE & DETAILS

<b>DRAFT SPECIFICATION / INVITATION:</b>	February 12, 2020
<b>PRE-BID/PROPOSAL CONFERENCE:</b>	March 10, 2020 at 9:00 a.m. CT; H-GAC Clock
<b>FINAL SPECIFICATION / INVITATION:</b>	December 8, 2020
<b>BID/PROPOSAL RESPONSES DUE:</b>	January 07, 2021 at 1:00 p.m. CT; H-GAC Clock
<b>PUBLIC RESPONSE OPENING:</b>	January 07, 2021 at 2:00 p.m. CT; H-GAC Clock
<b>RECOMMENDATIONS TO BOARD:</b>	March 16, 2021
<b>CONTRACT START DATE &amp; TERM:</b>	May 01, 2021 through October 31, 2022
The documents comprising this Invitation are available via web download at: <a href="https://www.hgacbuy.org/bids/">https://www.hgacbuy.org/bids/</a>	
For assistance regarding this Invitation, please contact: Name: <b>Jasmine Wilson</b> Phone: <b>713-993-4554</b> E-mail: <b>Jasmine.Wilson@h-gac.com</b>	

### CONTENTS OF THIS INVITATION

**SECTION A** - General Terms & Conditions

**SECTION B** - Product/Service Specific Requirements & Specifications (Final)

**SECTION C** - **HGACBuy FORMS** (Final)

**SECTION D** - Pro-Forma (Sample) Contract

**This procurement conforms to government requirements for Competitive Procurement.**

## **LABELING OF SEALED RESPONSE PACKAGE**

### **IMPORTANT:**

**Responses will be accepted by online electronic submission only. There will be (2) links provided in the solicitation documents detailing the following:**

- **How to submit your bid electronically**
- **Instruction on uploading your bid**

**These links can be downloaded from HGACBuy website: <https://hgacbuy.org/bid-notice>**



**SECTION A**  
**GENERAL TERMS & CONDITIONS**  
**FOR BIDS AND PROPOSALS**

**VE11-20A**  
**CURRENT MODEL CARS AND LIGHT TRUCKS**  
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**1. INTRODUCTION**

The Houston-Galveston Area Council (**H-GAC**) is a "Government-to-Government" procurement service for States, State Agencies, Local Governments, Districts, Authorities, and qualifying Not-for-Profit Corporations (**End Users**). End Users become **Members** of the **H-GAC** Cooperative Purchasing Program (**HGACBuy**) by executing an Interlocal Contract, which is free of cost and evergreen unless cancelled. **HGACBuy**, acting on behalf of **Members**, is soliciting competitive offerings for the furnishing of products and/or services, as described elsewhere, which MAY be purchased by **Members** during the contract term. **Members** using the Program issue purchase orders directly to **HGACBuy** contractors.

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**2. DEFINITIONS, ABBREVIATIONS & ACRONYMS**

The following definitions, abbreviations and acronyms may be found in these specifications, and shall be interpreted herein as specified below.

**Definitions and Abbreviations:**

**Acceptance.** Acceptance takes place when the **End User** agrees with the **Contractor** that the terms and conditions of the contract have been met and verified. Acceptance is not the same as Receipt, and can only occur after intact shipping, inspection by **End User**, and any onsite testing that has been stipulated as part of the order

**Aggregate/Single Occurrence.** The term "*aggregate*" in insurance terms is the sum of all claims against a specific policy for a specific loss incident. The term "*single occurrence*" differentiates between multiple claims and single claims against a specific policy. The inherent value of a policy's aggregate value is less important to an **End User** than is the value of a single claim as stated under "*single occurrence*."

**Approved.** Acceptable to the "authority having jurisdiction."

**ARO.** "After Receipt of Order". Used in conjunction with a defined time period (usually days or weeks) to establish the delivery or lead time pursuant to any individual purchase transaction. In the case of orders for bodies which will be mounted on a customer furnished cab/chassis, the term ARO shall be construed to mean "After Receipt Of Cab/Chassis".

**Authority Having Jurisdiction.** The authority shall be either **H-GAC** or the relevant **End User** based on the requirements as stated in each specification item. Unless specifically stated, the authority shall be **H-GAC**.

**Bidder.** Any entity that submits a competitive bid to this Invitation. (See also "**Offeror**")

**Change Order.** Request by an **End User** for a change in the composition of an already submitted purchase order, for example to change quantity ordered, add or delete items, etc.

**Contract.** Specifically, a contract between **H-GAC** and a successful **Offeror** which is executed based on an award made pursuant this Invitation.

**Contract Pricing Worksheet.** The standard **H-GAC** form to be used by **Contractor** in preparing a quotation to an End User, upon which End User's purchase order will be based. **Contractor** may use another quotation form provided it contains required information, and only if approved by **H-GAC**.

**Contractor.** The contracted business entity responsible for fulfilling a contract executed pursuant to this Invitation.

**Dealer/Distributor.** A duly authorized and/or franchised business entity which sells and services a manufacturer's product in a specified marketing area.

**Defect.** A discontinuity in a part or a failure to function that interferes with the service or reliability for which the part was intended.

**Electronic Media.** As used herein, means computer based media such as 100mb Zip Disk, CDRom, e-mail, e-mail attachment, file downloaded from the web, etc.

**End User.** (See "**Participant**" and "**Member**")

**Listed.** Equipment or materials included in a list published by an organization, acceptable to the "Authority Having Jurisdiction" and concerned with product evaluation, that conducts periodic inspection of production of listed equipment or materials and whose listing states either that the equipment or materials meet appropriate standards or has been tested and found suitable for use in a specified manner. NOTE: The means for identifying listed equipment may vary for each organization concerned with product evaluation, some of which do not recognize equipment as listed unless it is also labeled. The "authority having jurisdiction" should utilize the system employed by the listing organization to identify a listed product.

**Manufacturer.** The person or persons, company firm, corporation, partnership, or other organization responsible for taking raw materials or components and making a finished product.

**May.** A term indicating a permissive use or an acceptable alternative to a specified requirement.

**Member.** An authorized Participant in the Program. (See "**Participant**" and "**End User**")

**Motor Vehicle.** The meaning of this term shall be based on the legal definition ascribed to it by the laws and/or regulations of the state in which any specific sale made pursuant to a Contract takes place.

**Must.** A term indicating a mandatory requirement.

**Offer or Offering.** Any product or service offered in reply to this Invitation.

**Offeror.** Any entity that submits a competitive bid or proposal in response to this Invitation. Bidder or Proposer.

**Participant.** Generally, any qualifying governmental or non-profit entity which has executed an Interlocal Contract for cooperative purchasing services with **H-GAC**.

**Product Liability Insurance.** Failure of Components and/or assembled equipment resulting in personal injury, disability or death and/or property damage is covered under the product liability insurance provisions.

**Product or Product Item.** Any of the specific goods, materials, equipment or service(s) specified in this Invitation. This term encompasses the base line item itself, and any and all accessories, options, modifications, ancillary services, assembly, testing, etc. that may be included in the delivered Product.

**Proposer.** Any entity that submits a competitive proposal in response to this Invitation. (See also "**Offeror**")

**Purchaser.** The **End User** having responsibility for the specification, requisition, ordering and acceptance of the Product or Service. (See also "**End User**")

**Purchasing Authority.** The agency that has sole responsibility and authority for negotiating, placing and, if necessary, modifying any solicitation, purchase order, or other award issued by a governing body [**H-GAC**].

**Quotation.** See "Contract Pricing Worksheet".

**Receipt.** Receipt takes place when a Product or Service is delivered to an **End User** and a document is executed that establishes that the Product is now in the possession of the **End User** or that the Service has been completed. Receipt DOES NOT connote or imply Acceptance.

**Response.** All or part of any offering submitted in response to this Invitation.

**Shall.** A term indicating a mandatory requirement or action.

**Should.** A term indicating a recommended or advised response to a specified requirement.

**Vendor.** A manufacturer's representative or dealer authorized to make sales and supply parts and service.

#### **Acronyms:**

**ANSI** = **A**merican **N**ational **S**tandards **I**nstitute

**ASTM** = **A**merican **S**ociety for **T**esting and **M**aterials

**ASME** = **A**merican **S**ociety of **M**echanical **E**ngineers

**CFR** = U.S. **C**ode of **F**ederal **R**egulations

DOJ = U.S. Department Of Justice  
DOT = U.S. Department Of Transportation  
EPA = U.S. Environmental Protection Agency  
FAA = Federal Aviation Administration  
FMVSS = U.S. Federal Motor Vehicle Safety Standards  
H-GAC = Houston-Galveston Area Council of Governments  
IEEE = Institute of Electrical and Electronics Engineers  
MVD = Motor Vehicle Division of Texas Department of Transportation  
NFPA = National Fire Protection Association  
NHTSA = National Highway Traffic Safety Administration  
NIOSH = National Institute For Occupational Safety And Health  
NIST = National Institute of Standards and Technology  
NTEA = National Truck Equipment Association  
OSHA = U.S. Occupational Safety and Health Administration  
RRC = Railroad Commission of Texas  
SAE = Society of Automotive Engineers  
TBPC = Texas Building and Procurement Commission (formerly GSC)  
TxDOT = Texas Department Of Transportation  
UL = Underwriter's Laboratories Inc.  
VTCS = Vernon's Texas Civil Statutes

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### 3. NON-BINDING ORAL COMMENTS

No oral comment, utterance or response made by any employee, member, or agent of H-GAC or any Member of the Cooperative Purchasing Program shall be considered factual or binding with regard to this Invitation, or any contract awarded as a result of this Invitation. Valid and binding terms, conditions, provisions, changes or clarifications, or requests thereof, shall ONLY be communicated written form.

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### 4. STRUCTURE OF RESPONSE

Depending on the Product or Service, market structures and sales practices can differ substantially. For example, dealers may sell into any market or may be restricted to certain territories, manufacturers may sell direct or may be limited by law to selling thru independent dealerships, etc. H-GAC's objective is to ensure that End Users, no matter where located, can buy contracted products/services and receive quality and timely service and support, while at the same time allowing for the most appropriate and effective response to this Invitation. Therefore, responses to this Invitation will be accepted in conformance with the following scenarios and requirements:

#### **A. Single Respondent Acting Alone Or As "Lead" For A Group:**

**Offeror** shall complete and sign a **Form A** and, if contracted, shall be solely responsible for all contractual requirements including administration, processing of purchase orders and handling of payments for transactions which may involve other dealers who actually deliver the products or services.

#### **B. Multiple Respondents Acting Jointly:**

A single Response shall be submitted, and each party to the Response shall complete and sign a separate **Form A** to be included in the single Response. If the Response is successful each party shall sign a separate contract with H-GAC and shall be responsible for compliance with all terms and conditions. Only those which have executed a written contract with H-GAC may process purchase orders and payments.

**In any event, Offeror may be a party to one, and only one, response.**

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### 5. BASIC REQUIREMENTS & CONDITIONS

- a. The final requirements and specifications contained herein may be different, perhaps materially, from those in the "Invitation To Attend Pre-Bid / Pre-Proposal Conference", if any. It is **Offeror's** sole responsibility to thoroughly examine and review all documentation associated with this Invitation, including any Addendums, and to insure that any response submitted complies in every respect with all requirements.

- b. Any Addendum to this Invitation which may be required prior to the Response due date will be delivered to those prospective Offerors of record who have previously obtained a copy of this Invitation from **H-GAC**. Prospective Offerors shall be responsible for obtaining all documents relating to submission of a Response.
- c. **Offeror** shall thoroughly examine any drawings, specifications, schedules, instructions and any other documents, supplied as a part of this Invitation, and is solely responsible for understanding and compliance.
- d. **H-GAC** shall not be liable for **Offeror's** incomplete documentation, or for any costs associated with preparation and submission of any Response hereto. Additionally, all components of any Response become the property of **H-GAC**, and shall be considered to be in the public domain.
- e. **Offeror** shall make all investigations necessary to become thoroughly informed regarding any plan and/or infrastructure that may be required to support delivery of any Product or Service covered by this Invitation. No plea of ignorance by **Offeror** stemming from failure to investigate conditions that may now or hereafter exist, shall be accepted as a basis for varying **H-GAC's** requirements, or **Offeror's/Contractor's** obligations or entitlements.
- f. Requests for changes to the requirements or specifications herein must be in writing (e-mail, fax, letter) and must be received by **H-GAC** no later than fifteen (15) calendar days prior to the Response Due Date. **H-GAC** will review such requests, but may or may not make changes at its sole discretion. Changes, if any, will only be made by written Addendum sent to addressees of record. In any event, it is **Offeror's** sole responsibility to insure that any and all Addendums which may have been issued have been received and addressed.
- g. By submission of a response, Offeror expressly understands and agrees that all terms and conditions herein will be part of any subsequent contract that is executed pursuant to this Invitation.
- h. **Offeror** is advised that all **H-GAC** contracts are subject to the legal requirements established in any applicable Local, State or Federal statute.
- i. **Offeror/Contractor** must be in compliance with all licensing, permitting, registration and other applicable legal or regulatory requirements imposed by any governmental authority having jurisdiction. It is **Offeror/Contractor's** responsibility to insure that this requirement is met, and to supply to **H-GAC** upon request, copies of any license, permit or other documentation bearing on such compliance.
- j. Unless otherwise established elsewhere in this Invitation, NO minimum purchase quantities or spending levels are provided or guaranteed by **H-GAC** or any **End User**.
- k. This Invitation is not meant to restrict competition, but rather is intended to allow for a wide range of responses.
- l. Responses which are 'qualified' with conditional clauses or alterations of or exceptions to any of the terms and conditions in this Invitation may be deemed non-compliant at **H-GAC's** sole discretion.
- m. The term '**Offeror**', or derivative thereof, shall become synonymous with '**Contractor**' for any successful **Offeror** recommended for a contract pursuant to this Invitation.
- n. **H-GAC** reserves the right to:
- Reject any and all offers received in response to this Invitation.
  - Reject any part of an offer received in response to this Invitation.
  - Determine the correct price and/or terminology in the event of any discrepancies in any response.
  - Accept a response from, and enter into agreement with, other than the lowest price **Offeror**.
  - Accept responses and award contracts to as many or as few **Offerors** as **H-GAC** may select.
  - Amend, waive, modify, or withdraw (in part or in whole) this Invitation, or any requirements herein.
  - Hold discussions with **Offerors**, although award may be made without discussion.
  - Request an **Offeror** to give a presentation of the Response at a time and place scheduled by **H-GAC**.
  - Exercise any of these rights at any time without liability to any **Offeror**.
- o. **H-GAC** reserves the right to determine that conditions exist which prevent the public opening of responses on the date and at the time advertised, and to reschedule the public opening for a future date and time. Responses received by **H-GAC** by the original deadline will be secured unopened until the rescheduled opening date and time, and those having timely submitted such responses will be notified.

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## 6. OFFEROR'S AUTHORIZED SIGNATORY

The signatory shall be authorized to sign and contractually bind **Offeror**, and shall sign any and all Response documentation requiring a signature.

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## 7. SURETY FOR INSURANCE

**Contractor** shall be responsible for using a surety company properly licensed by any and all states in which Contractor will do business with Participants. The surety company shall not expose itself to any loss on any one risk in an amount exceeding ten percent (10%) of its surplus to policy holders, provided any risk or portion of any risk shall have been reinsured, and such reinsurance shall be deducted in determining the limitation of risk applicable to **H-GAC's** insurance requirements.

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## 8. CONFIDENTIAL / PROPRIETARY MATERIALS

All documentation submitted as part of **Offeror's** response to this Invitation will be considered to be in the public domain and may be made available to Members and others, after contract award, upon properly submitted request. If **Offeror** submits documents marked “confidential” or “proprietary”, the Response may be deemed non-compliant.

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## 9. REFERENCES

- a. **Offeror** shall list the names of at least five government agencies within the continental United States which have purchased from **Offeror** products or services similar to those covered by this Invitation, within the last two years. **H-GAC** reserves the right to determine if such products or services are appropriately similar.
- b. **Offeror** may provide reference information in whatever format desired, but each should include the following specific information:
  - Agency name
  - Contact person name
  - Address
  - Phone & Fax numbers
  - Description of product(s) or service(s) and date sold
- c. Other information, including criticism however learned, may be used by **H-GAC** in evaluation of responses.

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## 10. INSURANCE

- a. Unless otherwise stipulated in Section B, **Offeror/Contractor** must have the following insurance and coverage minimums:
  - General liability** insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit.
  - Product liability** insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit for all Products except Automotive Fire Apparatus. For Automotive Fire Apparatus, see Section B – Product Specific of this Invitation.
  - Property Damage or Destruction** insurance is required for coverage of **End User** owned equipment while in **Contractor's** possession, custody or control. The minimum Single Occurrence limit is \$500,000.00 and the General Aggregate limit must be at least two times the Single Occurrence limit. This insurance may be carried in several ways, e.g. under an Inland Marine policy, as part of Automobile coverage, or under a Garage Keepers policy. In any event, this coverage must be specifically and clearly listed on insurance certificate(s) submitted to **H-GAC**.
- b. Insurance coverage shall be in effect for the length of any contract made pursuant to this Invitation, and for any extensions thereof, plus the number of days/months required to *deliver* any outstanding order after the close of the contract period.
- c. Original Insurance Certificates must be furnished to **H-GAC** on request, showing **Offeror/Contractor** as the insured and showing coverage and limits for the insurances listed above.
- d. If any Product(s) or Service(s) will be provided by parties other than **Offeror/Contractor**, all such parties are required to carry the minimum insurance coverages specified herein, and if requested by **H-GAC**, a separate insurance certificate must be submitted for each such party.
- e. **H-GAC** reserves the right to contact insurance underwriters to confirm policy and certificate issuance and document accuracy.



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## 11. OFFEROR CERTIFICATIONS

**Offeror, by submission of a Response hereto, makes the following certifications under penalty of perjury and possible contract termination if any of these certifications are found to be false.**

### Non-Collusive Response

- a. The prices in the Response have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other **Offeror** or potential competitor.
- b. The prices which have been quoted in the Response (unless otherwise required by law), have not been knowingly disclosed by **Offeror** and will not be knowingly disclosed by **Offeror** prior to the public response opening, either directly or indirectly, to any other **Offeror** or competitor.
- c. No attempt has been made or will be made by **Offeror** to induce any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition.

### Non-Biased Specifications

This Invitation contains no requirements considered to be unduly biased in favor of **Offeror** or any other **Offerors** that may be competing for this procurement.

### No Financial Interest or Other Conflict

- a. No **H-GAC** officer, employee, Board of Directors member or member of any **H-GAC** board or commission, nor family member of any such person, has a financial interest, direct or indirect, in **Offeror** or in any contract **Offeror** might enter into with **H-GAC**.
- b. No economic or employment opportunity, gift, loan, gratuity, special discount, trip, favor or service has been, or will be, offered or given to any officer, employee, Board of Directors member, or member of any **H-GAC** board or commission, nor to any family member of any such person.

### Debarment and Suspension Status

- a. **Offeror** is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is **Offeror** an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.
- b. **Offeror** has not within a three year period preceding this Invitation been convicted of or had a civil suit judgement rendered against **Offeror** for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.
- c. **Offeror** is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above.
- d. Offeror has not, within a three year period preceding this Invitation, had any government (federal, state, or local) transactions terminated for cause or default.

### Insurance Coverages

**Offeror** has and will maintain insurance coverage in accordance with the requirements of this Invitation.

### Licensing & Permits

**Offeror(s)** has (have) all licenses and/or permits, required by any and all governmental entities having jurisdiction, to legally sell the products/services offered.

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## 12. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PARTICIPATION

- a. To satisfy Texas' statutory requirements [Government Code, Chapter 2161, Subchapter D], **H-GAC** requires all **Offerors** to supply information in any bid/proposal response listing (1) the total number of subcontracts and (2) the total number of HUB contracts applicable to the Products or Services offered in the response. Local governments often require this information for their own reporting requirements prior to placing orders through the **H-GAC** Cooperative Purchasing Program.
- b. **Offeror** must complete **Form B** and include subcontracts with HUB's that provide any materials or services related to sales that may be made thru **H-GAC's** Cooperative Purchasing Program.

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### 13. NON-RESIDENT RECIPROCAL SALES ACT

As required by Texas Civil Statutes in the award of contracts, an offeror which is not a Texas resident business must determine if its state of residence prohibits award of government contracts to Texas resident offerors without penalty. If **Offeror's** resident state DOES penalize Texas offerors, **Offeror** must provide this information along with a copy of its applicable resident state's statute in the Response.

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### 14. TEXAS MOTOR VEHICLE COMMISSION CODE & LICENSING

Sales of motor vehicles in the State of Texas are subject to the Texas Motor Vehicle Commission Code. If this Invitation includes any motor vehicle to be sold in the State of Texas, **Offeror** certifies by submission of a response hereto that all required Texas Motor Vehicle Commission licenses are in place and current, and that copies of all such licenses **have been submitted with the Response**. Further, it shall be **Contractor's** responsibility to keep current all required Texas Motor Vehicle Commission licensing during the term of the contract, and to furnish license copies at any time on request by **H-GAC**. If **Contractor** does not maintain current licensing, **H-GAC** reserves the right to immediately terminate the contract.

<p><b>NOTE:</b> In accordance with the Texas Motor Vehicle Commission Code, contracts for motor vehicles to be sold within the state of Texas may be made <b>ONLY</b> with properly licensed Texas Motor Vehicle Dealers. Therefore, to be considered for a contract covering Texas End Users, the Response must include a <b>Form A</b> from a licensed Texas Motor Vehicle Dealer</p>
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### 15. INTENT AND SCOPE OF SPECIFICATIONS

- a. The intent of the specifications herein is to provide **Offeror** with sufficient information concerning the Products/Services to be contracted such that **Offeror** can prepare and submit an acceptable Response.
- b. The specifications may be detailed or general in nature with regard to any particular Product/Service. Where not otherwise specified, details of construction, materials, or the way in which services will be provided, are left to the discretion of the **Offeror**, provided only that any offering shall conform, as a minimum, to best Industry standards and practices and to what is currently being sold in the marketplace.
- c. Responses shall be considered only from **Offerors** that have established good reputations in their markets, and who furnish satisfactory evidence of ability to supply the Products/Services specified herein.
- d. **Offeror** shall show proof of ability to provide to **End Users** prompt and competent service, including parts if applicable, for all Products/Services covered by this Invitation, by proper completion of a Service Organization Document as described elsewhere herein.

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### 16. REQUIREMENTS APPLICABLE TO PHYSICAL GOODS

In the case of physical goods (e.g. equipment, material, supplies, as opposed to services), all Products offered must, unless otherwise stipulated in Section B:

- a. Be new, unused, and not refurbished.
- b. Not be a prototype insofar as the general design, operation and performance. This requirement is NOT meant to preclude **Offeror** from offering new models or configurations which incorporate improvements in a current design or add functionality, but which in such new model or configuration may be new to the marketplace.
- c. Include any and all accessories which may or may not be specifically mentioned herein, but which are normally furnished or which are necessary to make a delivered Product ready for its intended use. Such accessories shall be assembled, installed and adjusted such that the Product is ready for continuous operation at time of delivery.
- d. Have assemblies, sub-assemblies and component parts that are standard and interchangeable throughout the entire quantity of a particular Product as may be purchased simultaneously by any individual **End User**.
  - a. Be designed and constructed using current industry accepted engineering and safety practices, and materials.
  - b. Be available for inspection at any time prior to or after procurement.

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### 17. PRODUCT CODES

Unless otherwise addressed in Section B of this Invitation, the following requirements shall apply:

- a. Each Product/Service offered shall be uniquely identified using an **H-GAC** Product Code, which shall be determined as described in Section B of this Invitation. **Offeror** shall offer ONLY ONE Product for any particular Product Code. For example, **Offeror** may wish to submit a bid for Product Code ABC and may have another offering that also meets the requirements for ABC. **Offeror** MAY NOT submit two offerings for ABC. The alternate offering that also meets the requirements for ABC must be offered as an option "upgrade/downgrade" to ABC on **Form E**.
- b. Pricing for optional upgrades or downgrades to base bid items should be quoted as an "adder" or "deduct" amount as appropriate, to be applied to the offered price of the base Product Item listed on **Form D**.
- c. Base bid items and their associated HGACBuy Product Codes are included in the Section B and/or on **Form D**.
- d. Selection of Product Codes for which to submit an offer is at **Offeror**'s sole discretion.

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## 18. SPECIFIC DESCRIPTIVE REFERENCES

Except for Base Product Items listed on Form D, any reference to a specific catalog, data sheet, form, brochure, model name or number, etc. used herein to describe an item such as an option or accessory is only descriptive and is not to be considered restrictive unless otherwise noted. Such references are normally used only to indicate a type, general description, level of quality and/or required performance standards.

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## 19. MANUALS

Unless otherwise specified or superceded herein, each Product delivered under an **H-GAC** contract, and if applicable any options thereto, shall be supplied with at least one (1) copy of a safety and operating manual. The cost of any such manuals must be included in the base price for any Product Item offered hereunder. If more detailed and technically orientated parts and maintenance manuals are available for a Product or option, at a cost, they shall be offered as options on the *FORM* designated herein for such options, or elsewhere in the Response as may be directed herein.

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## 20. STANDARD FEATURES & OPTIONS

The following requirements are applicable primarily to physical goods.

### Standard Features

- a. The stated minimum requirements for all Products listed herein include what **H-GAC** considers to be "standard" features. Even though such features might normally be offered as options rather than as standard, they are nonetheless considered to be standard in this Invitation, and must be included in the base price for any Product offered. Such features **SHOULD NOT** be offered as options except as deducts for their omission from the base Product.
- b. If it is unclear in the Response that an **H-GAC** standard feature is included in the base price, it will be assumed that such is the case. If awarded a contract **Offeror** will be expected to sell the Product with all **H-GAC** specified standard features included in the base price.
- c. Any feature or accessory normally offered by manufacturer as "standard" shall be considered a standard feature and shall be included in the base price of any offering, even though not specifically listed as a requirement in **H-GAC**'s specifications. Such features **SHOULD NOT** be offered as options except as deducts for their omission from the base Product.

### Options - General

- a. Options are considered to be any features or accessories, other than **H-GAC**'s and Manufacturer's "standard" features or accessories.
- b. Options should be offered on the *FORMS* designated for quoting options. Each option should be listed and described on a separate line, and should include any Manufacturer's/Dealer's code number. If no Manufacturer's/Dealer's code number exists, **Offeror** should create one.
- c. Prices for all offered options shall be assumed to include any installation or mounting required to make it a fully functional component of the Product, unless otherwise stated in **Offeror**'s response.

### Required Options

- a. Product specifications in this Invitation may include **H-GAC "Required Options"**. If so, **Offeror** must quote a price for ALL such options, and, if there is an **H-GAC Option Code** provided in this Invitation for such options, it MUST be used as part of the description.
- b. For any specific "Required Option", **Offeror** may quote an equivalent so long as its design and performance are as good as, or better than, the specified option item. Responses which do not include pricing for Required Options may be considered non-compliant.

#### **Other Options**

- a. "Suggested" or "Other" options may be listed for any particular Product in this Invitation, and **Offeror** is encouraged to quote pricing for such options. The extent of offered options in any response may be taken into consideration as part of the award criteria, at **H-GAC's** sole discretion.
- b. **Offeror** is encouraged to include options for non-equipment items that may be applicable to a sale, such as: Extended Warranties, Maintenance Agreements, Buy-back or Trade-In Agreements, Out-of-state Delivery Charges, Quantity or Special Discounts, Extended Training Classes, etc.

#### **Published & Unpublished Options**

- a. H-GAC Cooperative Purchasing Program (Program) contracts are awarded through a public competitive bid or proposal (RFP) process. Further to that process, Program policy considers an 'option' listed and priced in a bid or RFP Response: (1) To be a "**Published Option**"; (2) To be part of any awarded contract; and (3) To be available for purchase by Program members separately and independently from associated base line items. However, since Published Options may have not been subjected to the same scrutiny as the associated base line items, it cannot be concluded they were directly competed. Therefore, pursuant to Local Government Code 252.021(a), purchase of a published option costing more than \$50,000 shall not be allowed. Furthermore, **H-GAC** reserves the right at its sole discretion to disallow purchase of any Published Option through the Program if deemed contrary to the intent of the law.
- b. Any option that has not been listed and priced in the Response is considered to be an "**Unpublished Option**". Unpublished Options may be sold, but only in connection with the sale of a base Product Item, and only insofar as the total cost of all Unpublished Options remains below twenty five percent (25%) of the total summed cost of the base Product(s) plus any Published Options.
- c. No Published or Unpublished Option may be sold which essentially converts a Product such that it competes with a Product Item awarded to another contractor.

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## **21. WARRANTIES, SALES & SERVICE**

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Offeror must be a properly franchised dealer authorized to sell and service, including warranty service, all products offered and sold in response to the bid invitation or under any **H-GAC** contract.
- b. **Offeror** shall provide detailed Parts and Labor Warranty information with the Response. If **Offeror** submits a warranty with the Response which does not meet the minimum requirements herein, **Offeror** agrees by submission of a Response that such warranty shall be considered to be amended to meet those minimums.
- c. Warranties shall be manufacturer's standard and shall be inclusive of any other warranty requirements which may be stipulated elsewhere herein.
- d. Any warranties offered by a dealer shall be in addition to the manufacturer's standard warranty, and shall not be a substitute for such. **Offeror's** base price for any Product shall be inclusive of the standard warranty.
- e. Complete warranty information will be supplied to **End User** with each Product sold.
- a. Warranties need not apply to normal maintenance service or adjustments, or to any product reasonably shown to have been repaired or altered in any way so as to affect its stability, or to any product which has been subject to misuse, negligence, or accident.
- f. **Offeror/Contractor** is encouraged to offer extended warranties as an option.
- g. Neither **H-GAC** nor **End User** assume any warranty or liability on **Contractor's** behalf unless made or assumed in writing, initiated by **Contractor**, and agreed to in writing by **H-GAC** or the **End User** respectively.
- h. **Contractor** shall be responsible for the execution and effectiveness of all product warranty, and shall be the sole source for solution to problems arising from warranty claims. **Contractor** agrees to respond directly to correct warranty claims and to ensure reconciliation of warranty claims that have been assigned to a third party.

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## 22. H-GAC ORDER PROCESSING CHARGE

**H-GAC** will levy an Order Processing Charge on **Contractor** for each sale done thru the **H-GAC** contract, with the exception of orders for motor vehicles. Any bid pricing submitted will be considered to include the Charge. The amount of the applicable charge shall be per the most current **H-GAC** schedule. For motor vehicle orders, the Processing Charge shall be levied on and paid by the **End User**.

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## 23. PRE-PAYMENTS AND DISCOUNTS

- a. Progress, pre-payment and special discounts of any kind may be offered and detailed in the Response. Such discounts shall be clearly explained, but shall not be a determining factor in awarding contracts except in the case of tie offerings.
- b. Quantity discounts applicable to similar Products sold to one or more **End User** Departments may be offered. Determination as to product similarity shall rest solely with **Contractor**.
- c. For specific purchases, any proposed quantity, pre-payment or special discounts shall be clearly shown on the Contract Pricing Worksheet.

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## 24. INSPECTION / TESTING

All Products sold pursuant to this Invitation shall be subject to inspection/testing by or at the direction of **H-GAC** and/or the ordering **End User**, either at the delivery destination or the place of manufacture. In the event a Product fails to meet or exceed all requirements of this Invitation, and unless otherwise agreed in advance, the cost of any inspection and/or testing, shall be borne by the **Contractor**.

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## 25. PRODUCT DELIVERY

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Title to goods, and responsibility and liability for loss and/or damage in shipping pass to **End User** at the delivery destination after receipt and acceptance have taken place. Cost of shipping/delivery shall be paid by **End User** unless otherwise agreed to by **Contractor**. If **Contractor** will be paying for shipping/delivery, shipping terms must be "F.O.B. Destination, Freight Prepaid". If **End User** will be paying for shipping/delivery, shipping terms must be "F.O.B. Destination – Freight Collect".
- b. The details for the application and calculation of shipping and delivery charges must be stated in the Response on **Form E**. Any freight, shipping or delivery charged to **End User** will be prepaid and added to the invoice, and will be clearly shown on any Contract Pricing Worksheet or other quote presented to the **End User**.
- c. The estimated delivery time after receipt of order (ARO), inclusive of Saturdays, Sundays and holidays, for all Products offered must be stated in the Response. Actual delivery for any particular order must be confirmed with **End User** at time of order placement, and must be stated clearly on the Contract Pricing Worksheet.
- d. **Contractor** shall be responsible for delivery and Acceptance according to the requirements of the Contract and the Purchase Order.
- e. **Contractor** shall advise **End User** prior to making any shipment/delivery, and shall make such shipment/delivery in accordance with **End User's** requirements, providing only that such arrangements do not contravene any requirement of the **H-GAC** contract unless agreed to by **Contractor**.
- f. The execution of all required tests, certifications and/or licensing, and costs thereof, shall be the responsibility of **Contractor**. Upon request by **End User** or **H-GAC**, **Contractor** shall provide any documentation or certification related to such tests, certifications or licensing.

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## 26. OFFERED PRODUCT ITEM VARIANCES

Any variance in the specifications or performance of Products offered pursuant to this Invitation shall be acceptable to **H-GAC** only insofar as it MEETS or EXCEEDS the specifications and requirements of this Invitation.

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## 27. REQUIREMENTS FOR SUBMISSION OF A RESPONSE

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Responses shall be submitted in two complete printed sets including an Original and one (1) Copy in separate "hard side" three-ring binders. The outer spine of each binder shall be labeled showing this Invitation No., **Offeror** Name, and either "Original" or "Copy", as applicable. The Original printed response will be

considered to be the binding Response in case of any conflicts between printed copies and electronic copies. Except for required forms, **H-GAC** Invitation documents should not be included in the Response.

- b. The Original and the Copy shall be submitted complete, except that the Electronic Media should be submitted only with the Copy.
- c. All required **H-GAC FORMS** and documents shall be properly completed, without exception or Offeror's Response may be deemed non-compliant. **Offeror** may not modify the format of any **H-GAC FORM** in any way. **Offeror** may photocopy or print blank **FORMS** as needed. Information submitted on the printed copies of the **FORMS** may not be handwritten except for signatures and initials. It is **Offeror's** responsibility to insure that printed **FORMS** are clear and legible. Handwritten and illegible entries may be rejected. **Offeror's** printed, stamped or typed name shall appear on every **FORM** submitted in the Response.
- d. **The entire response submission** shall also be submitted on electronic media, including all required **H-GAC FORMS**. **Offeror** is strongly advised to make and work with copies of the original electronic **FORMS**. The originals can then be used to make additional electronic or printed copies of the blank **FORMS**. Signatures are not required on the electronic **FORMS**.
- e. The Response shall include ample written evidence, in the form of technical specifications, cut/tear sheets, brochures, pictures, drawings, etc., to demonstrate that all specifications herein have been met and/or exceeded.
- f. The Response shall include, in any format desired, an overview of the **Service Organization** which will support Products sold under any **H-GAC** contract. The overview must include facility locations, phone numbers and Service Manager names, as well as the following:
  - The procedure to be used by an **End User** requiring repairs.
  - Typical turn-around time on repairs.
  - Service Department days and hours of operation.
  - Number of qualified / factory trained service personnel normally on hand.
  - Description of the parts inventory on hand.
  - Training services, facilities and personnel available.
- g. Responses shall be enclosed in a sealed package(s) addressed to the Houston-Galveston Area Council, Cooperative Purchasing. The following information shall be stated on the exterior of the package(s):
  - Name and address of **Offeror**.
  - Date and hour of public response opening.
  - Bid/Proposal Invitation number.
  - The statement: "**SEALED BID/PROPOSAL, DO NOT OPEN IN MAIL ROOM**".**H-GAC** shall not be responsible for any Response not properly labeled.
- h. Submission of a COMPLETE Response by telegraphic or electronic transmission is not acceptable. However, Responses may be modified by telegraphic or electronic notice if such notice is received prior to the deadline for submission.
- i. Samples, when required, shall be submitted within the time specified and at no expense to **H-GAC**. If not destroyed or consumed during testing, samples will be returned upon request at **Offeror's** expense.
- j. **Offeror** shall provide firm contract pricing for all Products and Options being offered.
- k. If applicable, responses shall include copies of all current licensing which may be required by the Texas Motor Vehicle Division for execution of sales pursuant to any contract with **H-GAC**.
- l. Due to the complexity of responses and to aid in evaluation, the Response should contain **ALL** required information in tabbed sections as detailed below. Omission of any required FORM or information will be sufficient grounds for **H-GAC** to consider your response to be non-compliant.
- m. **First Section:**
  - **Form(s) A – Offeror Identification & Signatory:** Identifies the offering party(ies), and should be completed by each party to the Response. If awarded, a contract will be executed with each.
  - **Form B – Historically Underutilized Business Enterprises:** Used to collect information about disadvantaged and minority suppliers and subcontractors, and to commit **Offeror** to working with Participants toward their program goals.
  - **Form C – Response Checklist:** Certification, and also an aid, to insure that all required information has been included in your Response.

- **Form W-9 – Request for Taxpayer Identification Number and Certification:** Should be completed by each party to the response.
- **Form CIQ – Conflict Of Interest Questionnaire:** Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with **H-GAC** to file a Conflict of Interest Questionnaire (CIQ) if they have an employment or other business relationship with an **H-GAC** officer or an officer's close family member. The required questionnaire is located at the Texas Ethics Commission website: [http://www.ethics.state.tx.us/whatsnew/conflict\\_forms.htm](http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm). It is Bidder's responsibility to download the form and furnish a completed copy with the Response.
- **Form 1295 – Certificate of Interested Parties** – Must be filled out electronically with the Texas Ethics Commission's online filing application, printed out, signed and provided from each entity that has submitted a Form A for this submission.
- **House Bill HB 89 Verification Form** – completed and signed and provided from each entity that has submitted a Form A for this submission.
- **References**, formatted as described elsewhere herein.
- **Service Organization Document**, formatted as described elsewhere herein.

**Second Section:**

- **Form D – Offered Items Pricing:** For Bids, contains the list of the Product Items covered by this Invitation. Select the items offered and fill in the price for each. (For RFPs, follow the instructions in Section B as this **Form** may or may not be used.)
- **Form E – Published Options:** Used to list and price all offered options. List, each on a separate line, all upgrades, downgrades, optional equipment, features, accessories and services which you desire to sell thru the **H-GAC** contract, if awarded. Published catalogs/price sheets may be listed, along with the discount structure that will apply. (For RFPs, follow the instructions in Section B as this **Form** may or may not be used.)

**Third Section:**

- Technical Specifications, Product Brochures, Tear Sheets, Cut Sheets, Strippers, etc. which clearly list and show all the standard features and capabilities of each Product Item offered on **Form D**.
- Warranty Documentation, as described elsewhere herein, for all items offered.

**Fourth Section:**

- Copies of any applicable Texas MVD Licenses.
  - Electronic Media, containing the complete response including all required *FORMS*, stored in a pouch or an envelope such that it will not fall out of the binder. (Required in 'Copy' only, not in 'Original'.)
- n. By submittal of Response, **Offeror** certifies to the best of its knowledge that all information is true and correct.

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**28. CLARIFICATION TO SPECIFICATIONS & REQUIREMENTS**

- If **Offeror** is in doubt as to the meaning of any item in this Invitation, a written request for clarification may be submitted to **H-GAC** up to fifteen (15) calendar days prior to the deadline for response submission. **H-GAC** shall not be responsible for late delivery. Requests may be transmitted by FAX or e-mail to the assigned Specification Specialist, and should clearly reference this Invitation number and the specific page and paragraph in question. If there are multiple questions, they should be stated separately and numbered.
- Any interpretation of Invitation documents, if made, will be by written Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person officially on record as having been sent a copy of this Invitation. **H-GAC** will not be responsible for any other explanation or interpretation of the Invitation documents made or given prior to the award of the contract.
- Any objections to the Invitation documents must be filed in writing with **H-GAC** on or before fifteen (15) calendar days prior to the deadline for submission of responses.
- Prospective offerors are advised that, after a draft specification has been issued, the Pre-Bid/Proposal Conference is the primary forum through which comments and suggestions may be offered for consideration by **H-GAC** prior to issuance of the final invitation and specifications.

- e. All best efforts have been made to insure that the product/service descriptions and associated specification information in Sections B & C are correct, and adequate time has been given to prospective Offerors to point out mistakes. However, if an error remains and is caught by Offeror before the scheduled bid/proposal opening, Offeror shall make note of the required correction in the Response, and shall also notify **H-GAC** prior to the opening of responses.

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## 29. INCONSISTENT INFORMATION

**H-GAC** review of responses supplied on **H-GAC FORMS** is a significant part of the evaluation process. **Offeror** shall state clearly all information required on the **FORMS**. **Offeror's** information supplied on the **FORMS** shall take precedence in the event any standard “boilerplate” type language included in **Offeror's** response is inconsistent with the information supplied by **Offeror** on the **H-GAC FORMS**. In all cases, information on **H-GAC's** printed **FORMS** supplied as part of **Offeror's** response shall take precedence over information supplied on electronic media.

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## 30. REJECTION OF RESPONSES

- a. **H-GAC** may reject a response if:
- **Offeror** misstates or conceals any material fact in the Response, or if,
  - **Offeror** does not strictly conform to law or the requirements of this Invitation.
- b. **H-GAC** may reject any and all responses, and may reject any part of a response.
- c. **H-GAC, at its sole discretion,** may also waive any formalities or irregularities in any response, or ask for corrected information except for pricing.
- d. **The following occurrences require disqualification of the bid/proposals:**
- Unsigned or unauthorized signatures on bids/proposals;
  - Bids received after the date and time for opening
  - Bids where prices are conditional on award of another bid or are subject to unlimited escalation
- e. **H-GAC** may refuse to award a contract to or enter into a transaction with an apparent low bidder if that bidder is indebted to **H-GAC**.

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## 31. WITHDRAWAL OR MODIFICATION OF RESPONSES

Once received by **H-GAC**, responses may be modified or withdrawn prior to the submission deadline only if the request to do so is in writing submitted by **Offeror's** authorized representative. Responses and requests for modification received after the submission deadline will not be accepted. Requests for response withdrawal received after the submission deadline will be accepted if the request to do so is in writing submitted by **Offeror's** authorized representative.

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## 32. RESPONSE EVALUATION

### For Bid Responses:

- a. Section B will state whether the contract will be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for **H-GAC** and its participants.
- b. If the contract will be awarded based on best value, Section B will state any relevant criteria which **H-GAC** will consider.
- c. For each offered Product Item, **H-GAC** may use the offered price, prices for Required Options, and the prices of selected common Published Options to determine the lowest responsible offer.
- d. Failure of **Offeror** to submit pricing for frequently purchased options and any **H-GAC** required options may cause response to be considered non-compliant at **H-GAC's** sole discretion.

### For Proposal Responses:

- e. **H-GAC** will evaluate proposals as detailed in Section B.
- f. By submission of a Response Offeror indicates acceptance of the evaluation technique, and recognizes and accepts that **H-GAC** may at its sole discretion make subjective judgments during the evaluation process.



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### 33. ORDER OF PRECEDENCE PRIOR TO CONTRACT AWARD

In the event of conflict between this document and any references or documents cited herein, this document shall take precedence prior to contract award.

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### 34. AWARD OF CONTRACT

- a. **H-GAC** reserves the right to accept or reject any Product Item or option offered. Additionally, all options included in Offeror's response and accepted by **H-GAC** are understood to be included in any contract.
- b. **H-GAC** shall award contract(s) for line items or groups of line items, at its sole discretion.
- c. With authority granted by the **H-GAC** Board of Directors, a written contract shall be presented to the successful **Offeror(s)** and shall be subject to acceptance by the successful **Offeror(s)** within forty-five (45) calendar days after presentation by **H-GAC**. If a contract is not executed within forty-five (45) calendar days, **H-GAC** may rescind the contract offer and award a contract to the next **Offeror** in order of rank as determined by **H-GAC**.
- d. Delivery time and prompt payment discounts, including time allowed for payment, may be considered in tie-breaking of offers which are judged by **H-GAC** to be equal in all other criteria.
- e. The contract shall include the following documents in the stated order of precedence:
  - 1st The contract document signed by **H-GAC** and **Offeror**.
  - 2nd This Invitation and all specifications referenced herein.
  - 3rd **Offeror's** response to this Invitation.

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### 35. PRO-FORMA CONTRACT

This Invitation includes a Pro-Forma (sample) Contract which successful offerors will be expected to sign. The actual final contract will be the same or nearly the same as the Pro-Forma. NOTE: Successful Offerors MAY NOT process any purchase orders until the contract documents have been executed and returned to **H-GAC**.

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### 36. CONTRACT TERM

The contract shall be in effect throughout the period stated elsewhere in the contract documents, and thereafter until such time as any outstanding orders against the contract have been fulfilled. The contract may be extended if deemed by **H-GAC** to be in the best interests of the Program, and subject to mutual agreement of the parties.

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### 37. PERFORMANCE & PAYMENT BOND

**H-GAC's** contractual requirements DO NOT include a Performance & Payment Bond (PPB), and offered pricing should reflect this cost saving. However, **Contractor** must be prepared to offer a PPB to cover any specific order if so requested by **End User**. **Contractor** shall quote a price to **End User** for provision of any requested PPB, and agrees to furnish the PPB within ten business (10) days of receipt of **End User's** purchase order.

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### 38. CHANGE ORDERS

**End Users** shall have the right to make additions by addenda for the purpose of clarification or inclusion of additional specifications, qualifications, conditions, etc. Any such addenda shall be made in writing and agreed upon by **Contractor** and the **End User** agency prior to issuance of any Change Order. A copy of any such Change Order shall be furnished by **Contractor** to **H-GAC**.

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### 39. DUPLICATION OF TERMS OR STATEMENTS

Where statements or terms are duplicated or are extremely similar, **H-GAC** and the **End User** reserve the right to use the statement or term most favorable to **H-GAC** and/or the **End User**.

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### 40. PUBLICITY

**H-GAC** encourages contractors to "market" the Program, and can provide some information and artwork to be used in published promotional materials. However, any publicity or published material released by **Contractor** referencing the contract, whether in the form of a press release, brochure, photographic coverage, or verbal announcement, shall be issued only with prior review and approval by **H-GAC**.

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#### 41. TAXES

**HGAC** and **End User** participants are either units of government or qualified non-profit agencies, and are generally exempt from Federal and State sales, excise or use taxes. **Offeror** shall not include any such taxes in the Response. Further, it shall be the responsibility of **Contractor** to determine the applicability of any taxes to a particular order and act accordingly. Exemption certificates will be provided upon request.

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#### 42. DRUG FREE WORKPLACE

**Contractor** shall provide notice to its employees and sub-contractors, as required under the Drug-Free Workplace Act of 1988. A copy of **Contractor's** Drug-Free Workplace policy shall, on request, be furnished to any **End User**.

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#### 43. PRODUCT NOTICES & MAILINGS

**H-GAC** is NOT the owner of Products sold pursuant to this Invitation, but acts only in the capacity of purchasing agent. In that regard, **Contractor** accepts sole responsibility for insuring that notices and mailings, such as Safety Alerts, Safety Recall Notices and Customer Surveys, are sent directly to the **End User** of record.

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#### 44. HANDLING OF ORDERS & PAYMENTS

In general, orders and payments will be handled as described below. More specific instructions and information regarding handling of purchase orders and the Order Processing Charge may be provided after contract award. Established procedures may be changed at any time by **H-GAC** as may be dictated by efficient business practice. The particulars of any sale, e.g. specific products, pricing, delivery, warranty, etc., will be in strict accordance with the terms and conditions of this Invitation and the specific contract awarded to **Contractor**. Beyond that:

- a. For any particular procurement to be made under the provisions of an **H-GAC** contract, **End User** and **Contractor** will discuss requirements and agree as to what will be provided.
- b. **Contractor** will prepare a Contract Pricing Worksheet and provide it to **End User**. The Worksheet will list everything being purchased including the base bid item(s), all published and unpublished options and the delivery date. All pricing shall be per the current contract.
- c. **End User** will send a purchase document to **Contractor**, which **Contractor** will send **H-GAC** together with the Contract Pricing Worksheet. **NOTE: Contractor** agrees not to offer, agree to or accept from **End User** any terms or conditions that conflict with or contravene those in **Contractor's** **H-GAC** contract, except for pricing discounts.
- d. **H-GAC** will prepare an "Order Confirmation" and send it to **End User** and to **Contractor**. The Order Confirmation verifies that **Contractor** has a valid **H-GAC** contract and that the order is in compliance with the requirements of the **H-GAC** Cooperative Purchasing Program. **Contractor** will not ship any goods before receipt of both **End User's** purchase document and **H-GAC's** Order Confirmation.
- e. On notification that **Contractor** has received an order, **H-GAC** will invoice **Contractor** for the applicable Order Processing Charge. **NOTE: The Order Processing Charge is charged to Contractor, EXCEPT in the case of motor vehicles.** For all sales of motor vehicles the Order Processing Charge is levied on the **End User**, collected by **Contractor**, and remitted to **H-GAC** by **Contractor**.
- f. **Contractor** will deliver products/services ordered, and will invoice **End User** for products/services accepted by **End User**. (See other Sub-Section herein dealing with Product Delivery.) **Contractor** will not invoice before shipment has been made.
- g. **End User** will pay **Contractor** for those products and/or services ordered which have been received and accepted. Under no circumstances shall any check be made payable to a representative or agent. Should a representative or agent submit an invoice to **End User** for any cost related to a purchase order issued to **Contractor** for products/services covered by an **H-GAC** contract, such invoice shall be forwarded to **Contractor** and **Contractor** will take action to correct the error.
- h. Upon delivery of any product/service by **Contractor** and acceptance by **End User**, **Contractor** shall remit to **H-GAC** the full amount of the applicable Order Processing Charge in accordance with the payment terms established in the **H-GAC** contract. Note, the Order Processing Charge is due whether or not **Contractor** has ever received an invoice from **H-GAC**. Sales executed based on the particulars of **Contractor's** **H-GAC** contract, without payment of the Order Processing Charge, may constitute fraud.

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#### 45. PRICE CHANGES

- a. Any permanent increase or decrease in offered pricing for a base contract item or published option is considered to be a price change. Temporary increases in pricing by whatever name (e.g. 'surcharge', 'adjustment', 'equalization charge', 'compliance charge', 'recovery charge', etc.), are also considered to be price changes.
- b. Except in the case of contracted published catalogs and price sheets, prices for Base Bid Items and Published Options are expected to be held firm for a minimum of 90 days from the date an awarded Offeror signs the H-GAC contract. Thereafter, changes will be considered if accompanied by justifying documentation satisfactory to H-GAC. For published catalogs and price sheets which are on an H-GAC contract, requests to amend the contract to reflect any new published catalog or price sheet may be submitted whenever the manufacturer publishes the new document. Any such request must include the new catalog or price sheet.
- c. If **Contractor** routinely offers discounted contract pricing, **H-GAC** may request **Contractor** to accept amended contract pricing equivalent to the routinely discounted pricing.
- d. No price change will be allowed unless it has been reviewed and approved by **H-GAC** in writing. **Contractor** must have received **H-GAC's** written approval of any change prior to charging the new price or using it in any quotation prepared for an End User.
- e. Price change requests must be submitted to **H-GAC** in writing and must be received by **H-GAC** at least thirty (30) calendar days prior to the requested effective date of the change, and must state the time period for which the requested pricing will remain firm.
- f. Price change requests shall include **H-GAC Forms D and E**, or whatever documentation was used to submit pricing in the original Response hereto, showing all affected items with current contract price, requested price, and percentage change shown clearly for each. This documentation should be submitted in MSExcel format to facilitate analysis and updating of the website.
- g. Price change requests **MUST** be supported with substantive documentation (e.g. manufacturer's price increase notices, copies of invoices from suppliers, etc.) showing that **Contractor's actual costs** have increased. The Producer Price Index (PPI) may be used as partial justification, subject to approval by **H-GAC**, but no price increase based solely on an increase in the PPI will be allowed.
- h. All Products shall, at time of sale, be equipped as may be required under any then current applicable local, state, and federal government requirements. If, during the course of any contract, changes are made to such government requirements which cause a manufacturer's costs of production to increase, **Contractor** may increase Product pricing to the extent of **Contractor's** actual cost increase. The increase must be substantiated with support documentation acceptable to **H-GAC** prior to taking effect. Modifications to a Product required to comply with such requirements which become effective after the date of any sale shall be the responsibility of the **End-User**.
- i. In cases involving contract extensions exceeding sixty-one (61) days beyond the stated expiration date of the contract, **Contractor** may request a price change based on the same conditions as stated above. However the thirty (30) day prior notice is waived and **H-GAC** will consider the request immediately on receipt.
- j. H-GAC reserves the right to accept or reject any price change request. Acceptance, if granted, will be in writing and the approved changes will become part of the contract.

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#### 46. CONTRACT ITEM CHANGES

- a. If a manufacturer discontinues a contracted item, that item will automatically be considered to be deleted from the contract with no penalty to Contractor. However, **H-GAC** may at its sole discretion elect to make a contract award to the next low offeror for the item, or take any other action deemed by **H-GAC** to be in the best interests of **End Users**, at its sole discretion.
- b. If a manufacturer makes any change in a contracted item which does not affect the contract price, Contractor shall advise **H-GAC** of the details. If the 'new' item is equal to or better than the originally contracted item, the 'new' item shall be approved as a replacement. Otherwise **H-GAC** may allow or reject the change, or take any other action deemed by **H-GAC** to be in the best interests of **End Users**, at its sole discretion. If the change is rejected there will be no penalty to Contractor.
- c. If a manufacturer makes any kind of change in a contracted item which affects the contract price, Contractor shall advise **H-GAC** of the details. **H-GAC** may allow or reject the change at its sole discretion. If the change is rejected there will be no penalty to Contractor. However, **H-GAC** may elect to make a contract award to the next low offeror for the item, or take any other action deemed by **H-GAC** to be in the best interests of **End Users**, at its sole discretion.

- d. In the case of specifically identified catalogs or price sheets which have been contracted as base bid items or as published options, routine published changes to products and pricing shall be automatically incorporated into the contract. However, **Contractor** must still provide thirty (30) calendar days written notice and an explanation of the changes to products and pricing. **H-GAC** will respond with written approval.

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#### 47. FORCE MAJEURE

If either party shall be wholly or partially prevented from the performance of any contractual obligation or duty by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident., order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of Force Majeure shall rest solely with **H-GAC**..

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#### 48. PERFORMANCE UNDER CONTRACT

**H-GAC** is committed to insuring that **Contractor** provides effective and efficient service to all Participants in the Cooperative Purchasing Program, and expects that certain Performance Conditions must be met. Failure to meet these conditions may result in contract termination. In that regard, **Contractor shall:**

- a. Appoint a dedicated representative to be the contact person and focal point for all matters relating to End User quotations and orders. The representative shall have: A toll free phone number with voice mail; A fax number; A working e-mail address; and A postal address.
- b. Insure that the representative timely monitors all communication modes listed above, and promptly responds to communications from **End Users** and **H-GAC** in any of these modes. Phone calls will be promptly returned, in any event not later than the next business day. Acceptable failure will be due only to Force Majeure.
- c. Maintain sufficient qualified staff to promptly process all communications from **H-GAC** or **End Users**, and to efficiently, effectively and accurately service all requirements of the contract.
- d. As may be requested by **H-GAC**, replace any staff members who are not providing the service and expertise deemed necessary by **H-GAC** for acceptable support of **End Users**.
- e. Properly prepare and provide to **End User** a Contract Pricing Worksheet, or a quotation in other format as approved by **H-GAC**, for each and every order that is to be executed.
- f. Furnish, on request of **H-GAC**, reasonable data, forms and graphic material to be used in brochures or other print media, or on **H-GAC**'s website.
- g. Allow access to **H-GAC** authorized personnel for inspection of operating facilities, and auditing of purchase orders during the contract period, and for a period extending thru the completion of any outstanding orders. Site inspection may be arranged not less than ten (10) calendar days prior, shall include the names of all participants, and shall be at no expense to **Contractor**.
- h. **Reporting Requirements:**
  - **Contractor** agrees to submit written quarterly reports to **H-GAC** detailing all transactions during the previous three month period. Such reports shall include, but are not limited to the following:
    - **End User** name
    - Product/Service purchased, including Product Code if applicable
    - End User Purchase Order Number
    - Purchase Order Date
    - Product/Service dollar amount
    - **HGACBuy** Order Processing Charge amount
  - Reports must be provided to **H-GAC** in MSExcel or other acceptable electronic format, and are due by the 30<sup>th</sup> day of the month following the applicable quarter being reported.
- i. Should **Contractor** default in providing Products or Services as required by this Invitation and the contract, recourse may be exercised thru cancellation of the contract and other legal remedies as may be appropriate.

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#### 49. CONTRACTOR ORIENTATION/TRAINING

**H-GAC** believes that **Contractor's** familiarity with the operational policies and requirements of the Cooperative Purchasing Program is a key factor in achieving **End User** satisfaction. In that regard, the Contact Person listed on **Form A**, or an alternate, shall be required to participate in an **H-GAC** vendor orientation/training as soon as

possible after contract award. In addition, any other of Contractor's staff who will be involved in any way with the HGACBuy Program should participate in orientation. The orientation may be presented as a teleconference or webinar, or may be held in **H-GAC**'s offices as may be determined by **H-GAC** and Contractor to be the most efficient and effective form of delivery.

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## **50. LEGAL & CONTRACTUAL REMEDIES**

### **RESOLUTION OF PROTESTED SOLICITATIONS AND AWARDS**

#### **Procedure**

Any actual or prospective **Offeror** or **Contractor** who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement. In order for an above mentioned party to enter the grievance process, a written complaint must be sent to the Chief Operations Officer (COO) of **H-GAC** by certified mail which identifies the following:

1. Name, mailing address and business phone number of the complainant.
2. Appropriate identification of the procurement being questioned.
3. A precise statement of reasons for the protest.
4. Supporting exhibits evidence or documents to substantiate any claims.

The grievance must be based on an alleged violation of **H-GAC**'s Procurement Procedures, a violation of State or Federal law (if applicable), or a violation of applicable grant or contract agreements to which **H-GAC** is a party. Failure to receive a procurement award from **H-GAC** in and of itself does not constitute valid grievance. Upon receipt of grievance, the Chief Operations Officer will initiate the informal resolution process.

#### **Expedited Resolution**

The Procurement Officer or Departmental Director responsible for the solicitation shall contact the complainant and all interested parties and attempt to resolve the allegations informally within ten (10) working days from date of complaint. If the allegations are successfully resolved by mutual agreement, documentation will be forwarded to the Chief Operations Officer of the resolution with specifics on each point addressed in the original complaint.

If the Procurement Officer or Departmental Director is not successful in resolving the allegations, the complaint along with the comments will be forwarded to the Chief Operations Officer immediately. The Chief Operations Officer will review all documentation. All interested parties will be given written notice of the date, time, and place of the hearing and an opportunity to present evidence. A written decision will be issued within five (5) working days after the hearing along with notice of appeal rights.

#### **Appeals**

The complainant may appeal the Chief Operations Officer's decision by submitting a written appeal, within five (5) working days, to the Executive Director of **H-GAC**. The Executive Director, upon receipt of a written notice of appeal, shall contact the complainant and schedule a hearing within ten (10) working days. The Executive Director of **H-GAC** has the option of appointing a Hearing Officer to preside over the hearing. If appointed, the Hearing Officer shall conduct a hearing and forward a summary and recommended resolution to the Executive Director.

The decision reached by the Executive Director or his designee shall be final and conclusive. This decision will be forwarded to the complainant in writing within thirty (30) working days.

The **Contractor** may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a Court of competent jurisdiction.

### **RESOLUTION OF CONTRACT DISPUTES**

Upon breach or default, **H-GAC** shall give the **Contractor** written notice of default. If the default is not remedied, within a reasonable specified time from date of notification, to the satisfaction and approval of **H-GAC**, default will be declared.

Upon breach of contract or default, **H-GAC** may exercise any and all of its rights afforded by law, including but not limited to those referenced in the General Contract Provisions.

### **SOLICITATIONS OR AWARDS IN VIOLATION OF THE LAW**

Contracts awarded in violation of the competitive process or otherwise in violation of the law are voidable by **H-GAC**.

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**51. NATIONWIDE SALES OPPORTUNITIES**

**HGACBuy** provides purchasing services to local governments qualifying non-profits throughout the nation, and desires to make established contracts available to them wherever and whenever practicable. Therefore, once a contract is awarded, **Contractor** is expected to expand the scope of its marketing effort to include sales to **End Users** in all areas of the United States, and/or to assign any **H-GAC** contract to another contractor(s) as deemed appropriate by **H-GAC** in the interest of its End Users.

- **Contractor** may sell through **HGACBuy** anywhere subject to compliance with applicable laws and regulations. If the market structure in which **Contractor** operates requires a contract assignment for any particular sale, **H-GAC** will expect **Contractor** to assign the contract to a Manufacturer or to another Dealer(s). Such assignment must be approved by **H-GAC**.
- **Contractor**'s differential costs (e.g. transportation & delivery charges) and allowances (e.g. manufacturer's sales incentives) related to any sale may be charged to buyer.

<b>End of Section A General Terms And Conditions</b>
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**SECTION B - PRODUCT SPECIFIC REQUIREMENTS  
For  
CURRENT MODEL CARS AND LIGHT TRUCKS**

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**IMPORTANT:**

Responses will be accepted by online electronic submission only. Instructions will be provided in the solicitation documents and can be downloaded from HGACBuy's website, <https://www.hgacbuy.org/bid-notices>.

**1.0 GENERAL DESCRIPTION AND INFORMATION****1.1 PURPOSE AND SCOPE**

**HGACBuy**, the Cooperative Purchasing Program of the **Houston-Galveston Area Council of Governments (H-GAC)**, is currently soliciting Competitive Bids for the acquisition of **Current Model Cars & Light Trucks**. **H-GAC's** expectation is to receive qualified bids and subsequently establish blanket contracts for current model year vehicles (2020), on behalf of the needs of **H-GAC's** local government and qualified non-profit **Cooperative Purchasing Program Members**. In that regard, **Bidder(s)** are expected to provide a comprehensive offering of their available motor vehicles in accordance with items described in the Manufacturer Model Vehicles Base Descriptions Technical Specifications. **Bidder(s)** are expected to provide a comprehensive offering of OEM Options and Dealer Options as well as installation of stated equipment to include any Service level Agreements, training or maintenance.

**H-GAC** expects **Bidder(s)** to extend volume discount pricing to more than 8,000 **HGACBuy Members (End Users)** nationwide. **H-GAC** makes no guarantees about single order quantities or total aggregate order quantities by **Members** of the **HGACBuy Program**.

For the purpose of this bid and to help stimulate broad participation of the contract, **H-GAC** will seek to award individual contracts to successful **Bidders** in the following states: **Arkansas, Kansas, Missouri, Oklahoma, Texas and Louisiana**. Contracts will be awarded to the lowest responsible **Bidder(s)** providing best value for each line item offered. We believe this model will allow local governments an opportunity to use tax dollars within their own communities.

Successful **Bidder(s)** who are awarded contracts pursuant to this Invitation will be able to sell awarded Vehicle Base Description Products, as well as OEM Options and Dealer Options, to **HGACBuy Members (End Users)**, during the term of the contract. **Bidder(s)** shall supply ample evidence (in the form of technical specifications/tear sheets or brochures) to demonstrate that the **H-GAC** specifications have been met and/or exceeded. The purpose of these specifications is to provide minimum requirements for all types of vehicles described herein.

Successful **Bidder(s)** who are awarded contracts pursuant to this Invitation shall establish a direct relationship with each **End User** concerning quotes, order placement, issuance of purchase orders, invoicing, payments, contractual disputes and all other matters relating to or referring to the **End Users** access to this agreement.

All responses to this solicitation must be Bid through a Licensed Franchised Motor Vehicle Dealer of the state where the vehicles are to be sold in.

**Note: If an Offeror submits a response encompassing multiple manufacturer offerings, only one Response binder needs to be provided. However, each manufacturer's offerings should clearly be tabbed, separated and identified within the appropriate section of the Response.**

**1.2 CONTRACT TERM**

The initial term of the Contract will be for a two (2) year period. The commencement date of a contract for **Bidders** whom have been awarded contracts resulting from this solicitation will be November 1, 2020, with an end date of October 31, 2022. Upon mutual written agreement, **H-GAC** shall have the option to renew the contract, under the same terms and conditions, for up to three (3) one-year extensions.

Vehicle delivery may be scheduled beyond the term of the contract; however, all Purchase Orders must be dated prior to the Contract expiration date even if received after the Contract expiration date. Contractors may not specify



a “Final Order” receipt date.

**Note: The vehicles covered by this specification have been pre-listed on Form D for bid purposes.**

### 1.3 COMMITMENT

Offeror is required to make some basic commitments to ensure the overall success of this program. By submission of a response, offeror agrees to the following:

- **Corporate/Sales Commitment**  
A commitment that HGACBuy has the support of senior management and that HGACBuy will be the primary government contracting vehicle when offering services/products awarded from this solicitation to eligible end users nationwide. A further commitment to aggressively market the program, both independently as well in partnership with HGACBuy.
- **HUB Participation**  
It is H-GAC’s goal to have Historically Underutilized Business Enterprise (HUB) participation in providing services under a contract. If Offeror(s) intends to employ subcontractors in providing services/products related to this solicitation, Offeror(s) shall make and demonstrate a good faith effort to include HUB participation under a contract. Offeror(s) good faith effort shall include, but is not limited to the following affirmative steps (Ref. 2CFR 200.321 as a guide):
  - 1) Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources;
  - 2) Dividing total requirements, when economically feasible, into smaller task or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
  - 3) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;
  - 4) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;

**NOTE: The term HUB as used in this solicitation is understood to encompass all programs/business enterprises such as Small Disadvantaged Business (SDB), Disadvantage Business Enterprise (DBE), Minority Owned Business Enterprise (MBE), Women Owned Business Enterprise (WBE) and Disabled Veteran Business Enterprise (DVBE).**

### 1.4 BIDDER QUALIFICATIONS

In addition to the **Bidder** commitments stated above, only **Bidders** meeting the following minimum qualification should submit bids:

- A strong state and local presence easily recognized by government agencies statewide.
- A sales force easily accessible by state and local governments.
- A strong state and local network having capacity to deliver products in a timely manner.
- A full range of products to meet the varying requirements of multi-level government agencies.
- Capacity to provide toll-free telephone number, facsimile and internet ordering and billing.
- A support system to provide assistance to government agencies statewide and nationally when applicable.
- The ability to fully implement all necessary activities to effectively promote the program statewide and nationally if applicable.

### 1.5 THIRD PARTY STANDARDS, RULES AND REGULATIONS

All Vehicles sold through an **HGACBuy** contract must meet all Federal Standards and State Standards for the state in which the vehicle is originally sold. There will be no exceptions and any vehicle found not to meet these Standards must be brought up to those published standards or replaced with a vehicle that does meet those federal and state standards at no cost to the **End User**. These Standards include but are not all inclusive: Exhaust and Emission Standards, Federal Motor Vehicle Safety Standards, American Society for Testing and Material Standards, National Truck Equipment Association Standards, Society of Automotive Engineers Standards, Air Pollution and

Environmental Protection Agency Standards, All Federal Lamp, Seat Belt and Fuel System Integrity Standards, All Federal and State Standards dealing with CNG, LPG or any other Conversion Systems Standards.

#### 1.6 MANUFACTURER'S STATEMENT OF ORIGIN

**Contractor** shall furnish the **End User** a Manufacturer's Statement of Origin (MSO). Certificate of Title will not meet this requirement. The MSO shall be furnished at time of delivery to the **End User**, shall be made out in the name of the individual agency and shall provide the following:

- A. GVWR for the particular model specified, or
- B. GVWR required for the agency's written exception, or
- C. A greater GVWR required by extra equipment, and
- D. Nominal weight rating (in tons)
- E. Odometer Disclosure Statement.

**Note:** Contractor shall contact the End User to obtain proper wording for completion of M.S.O.

#### 1.7 GENERAL INFORMATION AND REQUIREMENTS

- A. **Accessories Required and Optional** - Unless otherwise specified in an **End User's** Purchase Order, vehicle manufacturer's standard advertised/published accessories and other options shall be chassis-factory installed, if available, on all vehicles.
- B. **Batteries** - Calcium hybrid-type batteries shall be standard on all vehicles furnished to this specification. Permanently sealed batteries without antimony are acceptable.
- C. **Comparably Equipped Vehicles** - An attempt has been made to ensure that manufacturer's models in each Product Code are furnished with comparable equipment whether optional or standard as provided by the Manufacturer. Any exception shall be clearly noted in written form and submitted with the **Bidder's** response.
- D. **Equipment, Safety Plaques (or Decals)** - Equipment safety plaques (or decals) shall be furnished on both sides of any special truck bodies and shall be affixed at the operator's station and at any hazardous area. These safety plaques (or decals) shall include necessary warnings and precautions. Permanent plaques are preferred to decals.
- E. **Lamps, Signals and Reflectors (All)** - Quantities, color, mounting and other requirements for lamps, signals, and reflectors shall be as specified for vehicles by Federal Motor Vehicle Safety Standard No. 108. Automobiles and trucks furnished to this specification shall be provided with lamps, signals, and reflectors as specified in the Texas "Uniform Act Regulating Traffic on Highways," (VTCS 6701d).
- F. **License Plate Attachment** - Each vehicle, except cab and chassis units, shall be furnished with means and adequate space for attaching, without modification, the rear license plate. Illumination for the license plate shall be provided to meet Texas Department of Public Safety requirements.
- G. **Logos and Decals** - Do not install or attach decals or markings of any type pertaining to dealer/manufacturer advertisement other than manufacturer's name or model designation normally installed by manufacturer on equipment delivered to any unit of government.
- H. **Manuals** - Each successful **Bidder** shall include in each vehicle, an owner's or operator's manual. This shall include all standard manufacturer/vendor literature normally furnished and as required by law with the purchase of a new vehicle.
- I. **Mud Flaps** - Each successful **Bidder** shall provide each vehicle with mud flaps as prescribed by law.
- J. **New Models** - The vehicles furnished under this specification shall be in full compliance with the specifications for new 2016 models, or other model acceptable to an **End User**, and shall be of good quality workmanship and material. In responding to this bid, the **Bidder** represents that all units offered under this specification shall meet or exceed the minimum requirements specified for each vehicle Product Code listed.
- K. **Odometer Statement** - The Truth in Mileage Act requires the selling dealer to furnish a complete odometer statement to the purchaser. This statement must be complete and shall include mileage accrued at the point of delivery. In addition to the signature of the seller/agent certifying the odometer reading, both the dealership and the name of the agent shall be printed on the Odometer Disclosure Statement. The

odometer statement on the MSO may satisfy this requirement.

- L. Servicing and Equipping** - Successful **Bidder** shall furnish automobiles and trucks meeting or exceeding the minimum requirements in the Product Code table, equipped exactly as listed for models in the various tables of this specification and with any other requirements specified and accepted changes listed in an **End User** Purchase Order. The vehicles shall be completely assembled, serviced, adjusted, and including all standard equipment and optional equipment installed. The units shall have been made ready prior to delivery to the **End User**/purchaser for continuous operation. Standard equipment shall include those components and accessories usually and ordinarily furnished without additional cost on regular production models.
- M. Tires** - Tires shall be of a construction type specified under the applicable table or general requirements for each Product Code. All tires shall be new, and the tread style furnished shall be the tire manufacturer's standard design and the brand normally furnished on regular production orders, unless otherwise specified in the **End User** Purchase Order. All tires shall be "ORIGINAL EQUIPMENT LINE" quality. All tires and wheels shall be properly balanced prior to delivery to **End User**, except balancing of tires and wheels on incomplete cab-chassis units.
- N. Wiring** - With the exception of factory-installed wiring, all electrical wiring shall be insulated and enclosed in a fibrous loom, plastic loom, or flexible conduit for protection from external damage and short circuits. Wiring shall be securely fastened at sufficient intervals to prevent sagging and to insure clearance of mechanical parts. Routing of the wiring through the cab, frame, body, compartment boxes, and the like shall be placed in such a manner so as not to interfere with normal operation and use, or present a safety hazard. (Refer to the wiring requirements for dump bodies.)

### 1.8 MANUFACTURER DESTINATION AND DELIVERY

All base unit pricing shall be inclusive of the regular factory-to-dealer destination charge as well as any cost associated with normal dealer make-ready. In no way can manufacturers destination and delivery charge be shown as a line item on a quote to an **End User** (whether or not it is shown on **H-GAC's** Standard Features documents).

### 1.9 PRE-DELIVERY SERVICE

Each vehicle (including complete vehicle and cab and chassis units) shall include new vehicle Pre-Delivery Service. Pre-Delivery service, at a minimum, shall include the following before any vehicles are delivered to the **End User**:

- All fluid levels checked and maintained at the proper fluid levels with the proper grade and type of fluids;
- Complete lubrication of operating chassis, engine, and mechanisms with Manufacturer's recommended grades of lubricants;
- All tires (including any spares) inflated to proper pressures;
- Pre-Delivery Inspection and service on chassis;
- The interior and exterior of each vehicle shall be cleaned, washed and ready for immediate service.

When so specified in **End Users** Purchase Order, the vendor or his representative who is responsible for final delivery shall attach signed certificates to the units stating that the above service was performed, and that inspection indicates they are in good condition and ready for delivery. This Pre-Delivery Service cost must be incorporated into the Base Unit Price shown on the **Form D**.

### 1.10 DELIVERY SERVICE

Upon vehicles delivery to **End User** F.O B. point, the **End User** shall verify that the vehicle(s) delivered has all required equipment and options and that nothing was damaged during delivery. If something is damaged during delivery of the vehicle, **Contractor** shall be responsible for all cost associated with repair of such damage.

**Contractor** shall make every effort to minimize the number of odometer miles at delivery. Vehicles will be delivered with the following documents, including but not limited to:

- Manufacturer's Pre-Delivery Inspection form;
- Manufacturer's Invoice(s) for each vehicle awarded including OEM Options, Dealer Options and any Unpublished/Non-Contract Options;
- Manufacturer's Certificate of Origin, if applicable;

- Manufacturer's Window Sticker, if applicable;
- Manufacturer's Operator Manual along with lubrication and maintenance instructions;
- Manufacturer's Standard Warranty Certifications;
- Temporary Tag, if applicable;
- Application for Certificate of Title and/or Vehicle Registration, if applicable.

**Contractor** shall deliver vehicle(s) in full compliance with **End Users** specifications to **End Users** F.O.B. point. Vehicles which do not meet all the specification and Purchase Order requirements with complete delivery documentation do not constitute delivery.

**Contractor** shall be entitled to receive the per mile delivery price or the guaranteed, not to exceed total delivery price per vehicle submitted in **Contractor's** Bid Response and approved by **H-GAC**. If both delivery price structures were included in **Contractor's** Bid Response, then the lesser of the two prices shall be charged to the **End User**.

### 1.11 INSPECTION

**Vehicle Inspection** - **Contractor** shall have vehicle properly inspected to meet the Motor Vehicle requirements of the state in which the vehicle is originally sold. **Contractor** shall provide applicable Inspection Sticker or Vehicle Inspection Report upon delivery of vehicle to the **End User**.

## 2.0 CONTRACTUAL REQUIREMENTS

### 2.1 ORDERING INFORMATION

**Base Vehicle:** Each base vehicle has been assigned an **H-GAC** Product Code number. **Contractor** shall show the **H-GAC** Product Code number for each vehicle required on the **H-GAC** Contract Pricing Worksheet/Quote. If an **End User** needs a vehicle that differs from the base vehicle, detailed specifications for the vehicle must be shown on the **H-GAC** Contract Pricing Worksheet/Quote. All manufacturer model numbers and codes must be included to identify the change made from the base vehicle.

**OEM Options for Specified Equipment:** All OEM Options must be shown on the **H-GAC** Contract Pricing Worksheet/Quote along with the OEM Option code.

**Dealer Options:** All Dealer Options shall be shown on the **H-GAC** Contract Pricing Worksheet/Quote along with the Dealer Option code.

**Unpublished Options:** Options not submitted in the contractors bid response as an OEM Option or Dealer Option will be considered to be an Unpublished Options and subject to the 25% change order limit.

### 2.2 PROCUREMENT PROCESS

The procurement process operates as follows:

- **End User** determines need for vehicle, required specifications and contacts **Contractor**.
- **Contractor** determines appropriate standard and optional equipment requirements and configures a vehicle by make, model and style.
- **Contractor** prepares an **H-GAC** Contract Pricing Worksheet/Quote, for **Contractors** awarded products only. **Contractor** determines the final price and provides quote to the **End User**.
- **End User** reviews quote and when in agreement, informs **Contractor** to proceed with purchase. **End User** sends a Purchase Order for the products/services to **Contractor and to H-GAC**.
- Any purchase made by an **End User** shall be in accordance with each **End User's** purchasing policies and procedures. **H-GAC** shall not be held liable for any cost, damages or other obligations incurred by **End User**.
- **Contractor** shall fax or email **H-GAC** Contract Pricing Worksheet/Quote along with **End User** Purchase Order to **H-GAC** Procurement Specialist for processing.
- **H-GAC** shall prepare an Order Confirmation confirming order placement and forward via email or fax to both **End User** and **Contractor**. **Contractor** will not ship any product(s) before receipt of **End User's** Purchase Order and **H-GAC** Order Confirmation. The Order Confirmation verifies that:

- **Contractor** has a valid **H-GAC** contract that was awarded through a competitive procurement process.
- Pricing for products and services has been verified and confirmed by **H-GAC** Procurement Specialist.
- Serves as audit trail document for proof of purchase through the **HGACBuy Program**.
- **Contractor** delivers the ordered product(s) to **End User's** determined location. **Contractor** invoices **End User**. Invoice must reflect contract pricing in effect on the date **End User's** Purchase Order document was issued.
- **H-GAC** will invoice **Contractor** for the Order Processing Charge.
- **Contractor** remits Order Processing Charge to **H-GAC**.

**Note: Contractors found to be in violation of selling base vehicles not awarded to Contractor by H-GAC will be deemed to be in breach of contract and the sale will not be authorized through the HGACBuy Program. Contractor's contract may also be terminated at H-GAC's sole discretion.**

### 2.3 PRICING REQUIREMENTS

- A. **Bidder** shall price current model year vehicles based on 2020 pricing with all manufacturer standard equipment and any additional equipment required by **HGACBuy End Users** on an as needed basis.
- B. **Bidder** is required to submit firm, fixed pricing for each vehicle "Base Vehicle Item." Base Vehicle Item pricing must be submitted using the attached **Form D** – Product Base Offering Pricing Sheet and shall include all mandatory requirements and specifications presented herein.
- C. **Bidder** is required to submit "OEM Option Pricing" in the form of Catalog Discount Pricing. OEM Option Discount must be submitted using the attached **Form E** – Manufacturer Option Discount Pricing Sheet. Bidder must put the offered discount on The Discount Percentage offered must be for all items available for purchase in the OEM catalog. The Contract price for an OEM catalog item (option) will be calculated as shown below:
 
$$\text{OEM Catalog Price} - (\text{OEM Catalog MSRP} \times \text{Discount } \%) = \text{Contract Option Price}$$
- D. **Bidder** is required to submit "Dealer Option Pricing" in the form of Line Item Pricing. Dealer Option Pricing must be submitted using the attached **Form F** – Dealer Option Pricing Sheet. Dealer Option Pricing must be discounted lower than the current MSRP.
- E. All pricing shall be exclusive of **Freight** and quoted as **F.O.B. Destination**. **Bidder** is required to submit Freight charge pricing and/or show pricing in a way that is easily calculated on **Form E** – Manufacturer Option Discount Pricing Sheet.
- F. **Bidder** is required to submit in Response copy of all pricing including Base Vehicles, OEM Options and Dealer Options in electronic copy in Microsoft Excel format. Item description and identification information must be included to distinguish each line item in **Bidder** Response.
- G. Pricing submitted in **Bidder** Response is to be established as a ceiling price and at no time during the term of this contract may products/services be offered at prices above the ceiling price without **H-GAC's** written approval.
- H. Product awards will be made on an item by item basis. Bidder does not need to bid all items to be eligible for contract award.

### 2.4 WARRANTY REQUIREMENTS

**Bidder** is required to submit a copy of the manufacturer's standard warranty document for each Base Vehicle Item being offered with proposed pricing documents. Warranty information must indicate and explain warranty period and coverage, i.e., 36,000 miles, 100% parts and labor, bumper to bumper.

### 2.5 ORDER PROCESSING CHARGE

As described in Section A, Sub-sections 22 & 44 for motor vehicle orders, an Order Processing Charge will be levied on the **End User** for each Purchase Order placed. The Order Processing Charge, a flat \$600 per Purchase Order, will be collected by **Contractor** from **End User** and paid to **H-GAC** by **Contractor**. The Order Processing Charge must also be shown by **Contractor** on all price quotes provided by **Contractor** to **End User**.

## 2.6 TRADE-INS

- A. Condition of Trade-in** - If there is a trade-in, it is offered at the **End User's** option, "where is and as is". If accepted and agreed upon by both parties, **Contractor** shall take possession at the **End User's** determined location and remove the trade-in from the **End User's** premises within the designated removal time set forth by **End User**.
- B. Trade-in-Warranty** - **Contractor** shall rely on, no representation or warranty whatsoever about the condition of any trade-in listed, either expressed or implied, and no agent or employee of the **End User** is authorized to make any representation or warranty as to the trade-in. The **Contractor** shall have no claim against **HGACBuy** and/or the **End User** for any defect or other condition of the trade-in. **Contractor** is therefore urged to inspect any potential trade-ins. Failure to do so, however, shall not impair or affect any of the terms of this agreement.

## 2.7 FLOOR PLAN INTEREST & INSURANCE PREMIUM COST RECOVERY

**Contractors** may recover their monthly floor plan interest and open-lot insurance premiums on vehicles ordered for stock to accommodate **End User** orders after factory lines have closed for the model year. The cost reimbursement shall be tabulated in monthly increments based on the percentage stated in the bid response. **Bidder** should quote Floor Plan Interest and Insurance Premium cost recovery on **Form E** using the appropriate Product Code under major category "L" from the Product Code Table. **The first thirty (30) days on a dealer's floor plan must not be included in the calculation.**

Product Code	Description	Cost (%)
L01	Floor Plan Interest (percentage per day, i.e. .05%)	
L02	Open Lot Insurance (percentage per day, i.e. .05%)	

**Note:** Floor Plan is to be shown as a percentage (no formulas) on Form E.

- A. Factory-Ordered Vehicles:** Floor plan interest and open lot insurance premium cost reimbursement must not apply to any "factory ordered" vehicles which are shipped from manufacturing plants for immediate delivery to the specified **End User**.

## 2.8 WARRANTY, SERVICE, AND SERVICE CONTRACTS

**New Vehicle** - The successful **Bidder** shall submit, at time of delivery to **End User**, a manufacturer's New Vehicle Warranty, which will be honored by any of the manufacturer's authorized dealers. This warranty shall be comparable to or better than those offered to the general public, i.e., manufacturer's minimum mileage warranty, 100% parts and labor, bumper to bumper. Passenger cars and light-duty trucks must have a minimum warranty offered to the general public (not commercial trade).

**Accessories** - The successful **Bidder** shall submit a copy of all manufacturer standard warranties on major accessories such as Dump, Stake, Platform and Utility Bodies, side-mounted tool compartments, and toolboxes at time of delivery to **End User**.

**Delayed Warranties** - Delayed manufacturer warranties/delayed in-service dates are available on vehicles. **End Users** may request a delayed warranty/in-service date application from dealer.

**Extended OEM Warranties** - When so specified, and agreed to, in an **End User** Purchase Order, an extended warranty must be provided to cover the period of time from expiration of the standard warranty to a period of 4 years and 70,000 miles, whichever comes first.

## 2.9 LOW EMISSION VEHICLES

Vehicles offered in **Bidders** Response shall be in full and complete compliance with all applicable safety and pollution requirements and regulations in effect at the time of bid submittal. This includes but is not limited to

standards established by the United States Department of Transportation, including the Federal Motor Vehicle Safety Standards, (FMVSS), the Occupational Safety and Health Administration (OSHA), and Environmental Protection Agency (EPA), the Department of Transportation (DOT) for the state in which the vehicle is originally sold and any State Natural Resource Conservation Commission for the state in which the vehicle is originally sold.

All vehicles Bid shall be the lowest emission units available to the **Bidder** for the specified Product Code. **Bidder** shall provide any low emission EPA Certification (LEV, ILEV, ULEV, or ZEV) with Bid submittal along with the Vehicle Description and Product Code. The emission standards established by the EPA shall be considered only as minimum standards. An EPA issued Certificate of Conformity certifying the engine to be in compliance with federal emission standards must cover federally regulated engines. EPA emission label must be affixed to the vehicle and/or engine and be readily visible.

### 3.0 EVALUATION AND BID AWARDS

For each specific Form-D line item, H-GAC will recommend awards to the contractor with the highest overall score providing the best value.

- **Scoring Component: Pricing**

For each line item, a review of Offerors' submitted bid prices (**Forms D and E**) will be conducted. **Providing pricing elements are satisfied, (thorough and accurate Forms-E), electronic copies, et cetera)**, the Offeror with the highest score on Form-D will be awarded that line item.

**Form D** Base Bid Price – **70%** of the Total Score

**Form E** - OEM Option Catalog Discount – **20%** of the Total Score

- **Scoring Component: Past Performance**

An evaluation will be conducted of the Offeror's previous sales performance as an HGACBuy Contractor. **Maximum score is 5%.** If a bidder is a current vendor and has sales they will receive the full **5%**. Current vendors with no sales will receive a score of **4%**. Note: Those first-time bidders will garner the maximum 5% for this scoring component.

- **Scoring Component: Marketing Plan (Form-G)**

H-GAC expects proposer to have the capability and willingness to serve any H-GAC Member across the nation, and to promote this contract to the best of its ability. Consistent with this, Proposer's Marketing Plan language should acknowledge this, with a description of the resources that will most likely be employed in serving H-GAC Members and in promoting this contract (e.g. staff appointed to manage the contract, possible revised processes for purchase orders, staff training relating to this contract, sales call or mail-out campaigns, web page highlights of HGAC contract, trade show promotion (e.g. HGAC brochures), et cetera). **Maximum score for this scoring component is (5%).** **If not provided bidder will receive a 0 for this scoring component.**

- **Form H - Tabulation Example:** Bidder can see an example of what the final tabulation will look like behind this tab.

### 3.1 GENERAL VEHICLE REQUIREMENTS

**Standard Models & Equipment** - Unless otherwise specified herein, all products must be manufacturer's standard models, and must be furnished complete with manufacturer's standard equipment and factory-installed trim and accessories. Optional "fleet deducts" for features otherwise considered standard are not acceptable. **Bidder** shall provide, with bid submission, current manufacturer specifications (CD-ROM / source book) with respect to each model's standard equipment. Upon award of a contract, vendor shall, as a minimum, provide manufacturer's standard equipment for each model, in effect at the time of contract award, irrespective of any manufacturer standard model/base feature changes that may arise during contract period.

- **Optional Specifications** - Specifications for Optional equipment and accessories (which may be required equipment for certain Product Codes) are listed elsewhere herein.
- **Additional Equipment** - Additional equipment, in addition to, or in lieu of, standard equipment required for

a particular application, is listed in the following section for Law Enforcement Prisoner Transport Vans – only.

- **Equipment and Accessories** - Optional equipment and accessories shall be furnished when so specified in the **End User Purchase Order**.

- **Special Requirements for Selected Types:**

- 1) **Law Enforcement Prisoner Transport Vans**

- **Additional Equipment** - The following equipment is also required on Full Size Prisoner Transport Vans in lieu of, or in addition to that required in the Product Code Table in Section 3.5 :

The seating arrangement shall be as follows:

<u>Number of Seats</u>	<u>Seat Capacity</u>
1	1 (driver)
1	1 (passenger, front)

- Full screen, Setina 6-7VS Bodyguard Van Partition, with Lexan divider, separating the driver and passenger seating area from the prisoner area.

<u>Number of Seats</u>	<u>Seat Capacity</u>
2	3 (per seat)
1	4 (per seat)

- All windows in the prisoner area shall be covered with tamper proof screens.
- Side and rear doors inside the prisoner area shall be inoperative from the inside.

- 2) **Passenger Vans, Light-Duty**

Passenger Vans are not to be used to transport Students anywhere, anytime, for any reason, as per SB 1486 – Section 20, and/or Section 34.003. Copies of this law can be obtained from the National Highway Traffic Safety Administration, a Division of the U.S. Department of Transportation by calling 800.424.9393.

- 3) **Program Vehicles**

Program vehicles must be classified in two categories, based on the odometer reading at time of sale:

- a.) Vehicles under 15,000 miles
- b.) Vehicles with mileage between 15,000 miles and 25,000 miles.
- c.) Bids shall be offered as a **fixed dollar amount** over dealer cost. Dealer cost shall include all costs incurred in procuring the Program Vehicle and delivering to Dealer's location. Bids for Program Vehicles shall be shown on **Form D** with the appropriate Product Code under major category "**L**" from the Product Code Table. If bid differs for different models, **Bidder** may choose a unique third alpha character to add to the Product Code for each different model.

### 3.3 PRODUCT CODES

For the purposes of this Invitation and any subsequent contract, all Base Vehicle Items offered shall be identified by a three (3) character alpha-numeric Product Code. The first character designates the manufacturer, the second and third designates the model and description. Base Vehicle Items and associated Product Codes have been pre-listed on **Form D**. **Bidder** shall determine which items to bid. **No changes/alterations/modifications to Form D descriptions will be accepted on the Final Bid documents. Changes/alterations/modifications made to Form D will result in the bid item(s) being deemed non-responsive.**

A separate TAB within the bid response marked Base Vehicle Items Standard Equipment should be set up for each line item being bid on **Form D**. This complete listing of base model vehicles and its standard equipment must be submitted showing the **H-GAC** Product Code and the Manufacturers Body Code. This must be clearly and easily identified. **Form D – Base Vehicle Product Pricing** identification sheet will be used to indicate Standard Features



of the base models.

Offered Pricing for Base Vehicle Items and/or OEM Options must remain firm for the current model year. Price changes for subsequent model years shall follow the procedures outlined in the Section A, Sub-heading 45, on page 16 of 19. Price changes will only be allowed at the model year change of the vehicle in question after H-GAC's approval, according to the requirements in Section A. Contractors are responsible for informing H-GAC of all price changes. **Form D** column F (Current Model Year Bid) reflects the current model year for each vehicle being offered.

### 3.4 MANUFACTURERS

This specification establishes minimum standards and performance requirements for various car, light truck and motorcycle manufacturers. These manufactured vehicles have been pre-listed on **Form D** for bid purposes. The Manufacturers included in this Invitation are:

#### Cars & Light Trucks

- C. Dodge
- J. Ram

### 3.5 MANUFACTURER OPTIONS

**Bidders** are required to furnish a complete Manufacturer Published Catalog of all OEM Manufacturer Options. The name of the catalog and the effective date of the catalog shall be listed on **Form E**. The discount percentage being offered off the Manufacturer Suggested Retail Price must also be listed on **Form E** for the entire catalog.

**Bidders** shall submit pricing from the following Manufacturer Catalogs:

#### Cars & Light Trucks

- C. Dodge – Dodge Dealer Code Guide
- J. Ram – Ram Dealer Code Guide

Catalogs may be updated only at vehicle model year change. The discount percentage being offered off of the catalogs Manufacturer Suggested Retail Price at time of bid submittal must remain constant throughout the term of the contract period.

### 3.6 DEALER OPTIONS

Dealer options must be listed and priced on **Form F** for each vehicle bid, where applicable. All Dealer Option price quotes shall include any applicable installation required to make the option fully functional.

**Bidder** shall specify the Manufacturer name and model/part # for each **Dealer Option** priced, where applicable. Listed below are general descriptions of items that can be priced by **Bidder**. If there are multiple makes/models for a specific item listed below (i.e. service bodies), **Bidder** shall insert lines as necessary on **Form F** to list the various makes/models. See example below.

Also, **Bidder** shall list the Manufacturers Published Catalog or Price List as an offering for a dealer option as referenced in the **Dealer Option Listing**. **Bidder** shall include name of Manufacturers Published Catalog or Price List; catalog effective date and discount being offered off catalog. The discount percentage from retail/list will determine the final price for each item referenced in Manufacturers Published Catalog or Price List shown on **Form F**. The catalog shall be the most current document in effect at the time of bid submittal date specifically corresponding with **2020** model year vehicles.

H-GAC recognizes that a catalog may have varying percentages associated with the different categories and or items within a catalog. Given this, H-GAC will allow different percentage discounts within a given manufacturers catalog (e.g. segmented by category or model). See example below.

**Note:** Catalogs bid at 0 (zero) percent discount from retail/list price may be deemed non-responsive.

Note: Only the Dealer Options specified below may be quoted in this process. Bidders are encouraged to provide a thorough listing of these options. See sample below.

Sample Only!

H-GAC 'Form F' - Dealer Option Pricing					
		<b>Offeror Name:</b>	ABCXYZ Ford		
		<b>Invitation No.:</b>	VE11-20		
<b>Notes:</b>	1) Bid each Option offering on a separate line, using the appropriate <b>H-GAC</b> Product Code (from <b>Form D</b> ), in Column "A".				
	2) Use a single <b>Form F</b> . <b>ONLY those Dealer Options listed in Section B, pg. 12 may be priced below.</b>				
	3) <b>Bidder</b> must provide Manufacturer & Make in Column "C".				
	4) <b>Bidder</b> must provide Model No., Part No. or Catalog Effective Date in Column "D".				
	5) Add/Insert additional lines as necessary.				
A	B	C	D	E	F
H-GAC Product Code (Form D)	Option # (From Section B Listing)	Mfg. and Make	Model # / Part # or Catalog Effective Date	Option Description or Catalog Name	Offered Price or Discount Off Catalog
D18	35	Rawson - Koenig	LT5680	Low profile utility, 8' body, 39" tall w/top opening compartment (curbside only)	\$4,000.00
	35	Rawson - Koenig	S5680	Standard 8' utility body, 44" tall	\$3,500.00
D27	24	Rawson - Koenig	2013	RKI Commercial Grade Truck Equipment	25% off

**Dealer Option Listing**

1. Standard Light Bars (i.e. Whelen, Federal Signal, Code-3)
2. 8 Strobe Light Bars
3. 8 LED Light Bars
4. Strobes (Hidden, Mirror, and Grille mounted)
5. Power Supplies
6. Lighted Switches
7. Sirens (i.e. Whelen, Matercom)
8. Speakers
9. Prisoner Transport Screen
10. Mobile Data Terminal stand
11. Reflective Stripes
12. Radars Equipment
13. Video Cameras
14. Antennas
15. Light Bar Wiring Harness
16. Spot Lights
17. Lift Gates

18. Bed Liners (i.e. Spray-In & Drop-In)
19. Ladder Rack
20. Grille Guards (Painted/Chrome)
21. Headache Racks
22. Spotlight
23. Tool Boxes
24. Shovel Boxes (48", 60", 72")
25. Receiver Hitch
26. Pindle Combo w/2" Ball
27. Gooseneck Hitch in Bed
28. Electric Brake Controller
29. Push Bumper
30. Rear Tread plate Bumper
31. Full Front Replacement Bumper
32. Pipe Side Steps (chrome/painted)
33. VHF Radios (i.e. Motorola 2-way)
34. Service Bodies
35. Conventional Dump Bodies
36. Platform Dump Bodies
37. Stake Dump Bodies
38. Stationary Platform Bodies (Steel & Wood Floor)
39. Stationary Stake Bodies (Wood Floor)
40. Urban Command Center and Life Support Unit
41. Special Service Universal Specialty Vehicle Mobile Law Enforcement Command Post Conversion
42. Air Compressors
43. Crane Reinforcement
44. Master Lock System (56", 60", 84" CA Service Body)
45. Ladder Racks (Bow type, Overhead, Over cab ladder/pipe)
46. Teletop (56", 60", 84" CA Service Body)
47. Louvered Window Grill
48. Cranes (i.e. Truck/Service Body Mounted)
49. Winches
50. Boom Rest
51. Outriggers (Service Body)
52. Cargo Van Accessories / Bin Packages (i.e. General Service, HVAC)
53. Delivery Charge (Cost per mile)
54. Shovel pole holder
55. Knapheide Utility Van (KUV) – All Models
56. Body wraps
57. Two Tone Paint
58. Center consoles
59. Gun Locks
60. Prisoner Transport Seat
61. SWAT Box
62. Weapons Cage
63. K-9 insert with K-9 options
64. Welder
65. WACHS machine
66. 10, 12, 14, 15, 16, 17' High Cube Van box both SRW and DRW
67. Outriggers
68. Wheelchair Accessible vans – 5/2 – 6/2 – 2/4 – 8/1 side/rear load
69. Shop and parts DVDs
70. Privacy glass, dealer installed
71. Extended warranties
72. Alternate fuel conversion kits (CNG/LPG)

### 3.6 SPECIFICATIONS FOR OPTIONAL EQUIPMENT

**Air Conditioning Unit** - The unit shall be chassis factory installed and shall be an integral type. The manufacturer's basic air conditioning package shall include a heavy-duty radiator.

**Air Conditioning Unit, Rear (for Vans, Suburbans, and Utility Vehicles)** - The rear unit shall be furnished as a factory-installed combination unit, if available, or as an aftermarket auxiliary, providing that the unit does not interfere with the head room requirement, and meets or exceeds the recommendations of, and is sanctioned by the chassis manufacturer. The auxiliary unit shall be fully warranted for a minimum of 12 months.

**Drive** – All Wheel (AWD), Front Wheel (FWD), Rear Wheel (RWD)

**Air Bags** – Dual

**Alternator** (for Light-duty trucks and Pickups only) - manufacturer's heavy-duty, increased capacity alternator SAE rated at 95 amperes minimum.

**Battery** - Maintenance Free (if not Standard).

**Brakes, Power Front Disc** - manufacturer's standard. Where not otherwise specified.

**Bumper, Rear Heavy-Duty Truck** (for use on Light Duty Trucks). The bumper shall be constructed using formed steel channel, with closed ends. The bumper shall have a recessed hitch plate located in the center. The bumper steel tread plate step shall be constructed of not less than 16 gauge, 3/8-inch steel frame plate, with minimum 1/4-inch frame plate braces, with splash guard and nonskid surface treatment included. The bumper shall be equipped with a license plate light and holes for mounting a license plate.

**Colors - End User** shall specify on Purchase Order single color or optional multicolor.

**Cruise Control** - Chassis manufacturer's standard automatic speed maintenance control system with resume speed feature.

**Differential, Limited-Slip Traction Type** - The maximum traction type differential shall be Posi-traction, No-Spin, or equal.

**Door Locks, Power** (all passenger doors) - Manufacturer's standard (Where not otherwise specified).

**Engines, Gasoline, Larger Displacement** (for Light-Duty Trucks).

**Fuel Tanks, Increased Capacity** (For Light-Duty Trucks) - When so specified in the Invitation for Bids, the manufacturer shall furnish the largest fuel capacity available for the model offered. The fuel tank(s) furnished must meet or exceed requirements set forth in FMVSS No. 302-75.

**Note:** Optional, increased capacity fuel tanks are not available on passenger cars. They are also not available on certain model light duty trucks and vans. Ordering this option will provide the largest capacity available (if any) furnished by the manufacturer.

**Glass, Cargo Van** - Rear Door, All Door, Each Door and Side Panel (Same as window van).

**Note:** Glass Must Be Factory Installed; No Dealer-Installed Glass Acceptable.

**Grille Guard, Heavy-Duty** (for use mainly on Light-duty trucks) - A heavy-duty grille guard designed to protect the headlamps and grille of a vehicle shall be mounted on the front of vehicle for which it is required.

**Headache Rack** (For Light-duty Pick-up Trucks only) - A heavy-duty headache rack, shall be provided to protect the rear window. It shall be constructed of a frame of minimum 16-gauge steel, and a window covering of horizontal louvers, adequately braced to insure stability and strength. The mounting shall be accomplished by the use of 3/8-inch bolts with flat washers. It shall be treated in a chemical bath or dip or similarly treated for rust prevention prior to the application of the final coat of paint.

**Mirror, Rearview, Exterior, Low Mount Type, Left and Right Sides** - Manufacturer's low mount (below eye level) wide view-type mirror, two or three-point mounting. Mirror shall meet or exceed the requirements of FMVSS No. 111 and shall have a face size approximately 6 inches by 9 inches with an adjustable low-mount bracket. Extension arms are required on chassis-cab units.

**Mirror, Rearview, Exterior, Remote-Control Type, Left Side** (For Automobiles and Station Wagons) Mirror shall have minimum viewing area of 12 square inches and shall be factory or dealer installed.

**Note:** When a spotlight is also specified, the left-side mirror shall be mounted to the rear of, or below, the spotlight and the operation of the two shall not conflict.

**Mirrors, Rearview, Exterior, Matching Left and Right Sides** (for Automobiles and Light Trucks) - Each mirror shall have a minimum viewing area of 12 square inches and shall be factory or dealer installed. Left side mirror shall be remote-control type.

**Steering, Power** - manufacturer's standard.

**Power Take-Off (PTO), Single Speed, One Gear** (No Reverse) - PTO shall have a shaft output speed (RPM) of minimum 50 percent and a maximum of 80 percent of engine speed (RPM) for truck dump body operation. The output shaft shall have a RPM speed of approximately 90 percent on diesel engines. The PTO shall be furnished complete with cab controls (including a dash-mounted light to indicate when PTO is in operation) and shift linkage. The cutout for the cab controls shall be held to the absolute minimum necessary for installation and operation and shall be sealed watertight. **All PTO assemblies shall be repairable type with replaceable bearings, seals, gaskets, and other less durable parts.**

**Power Take-Off (PTO), Multiple Speeds** - PTO shall have two speeds forward and one speed reverse for truck winch operation. The PTO shall be furnished complete with cab controls (including a dash-mounted light to indicate when PTO is in operation) and shift linkage. The cutout for the cab controls shall be held to the absolute minimum necessary for installation and operation and shall be sealed watertight. **All PTO assemblies shall be repairable type with replaceable bearings, seals, gaskets, and other less durable parts.**

**Radiator, Heavy-Duty Type:** Radiator shall be furnished with the same capacity offered by the manufacturer for the Series when factory air conditioning is supplied. Heavy-duty **radiators are required** with all air conditioning options.

**Radio, AM-FM** - Radio shall be a chassis factory-installed standard brand AM-FM transistor radio. Antenna, which may be an integral part of the windshield, shall be furnished and mounted.

**Radio Delete Option** – Deletes standard radio.

**Radio (2-Way) Frequency (RF) Interference Package (for Land Mobile Radio Transceiver Interference)** Vehicles may have land mobile radio transceivers installed after delivery. These transceivers will operate in either a low band (30 to 50 MHz), high band (150 to 174 MHz), or UHF band (450 to 512 and 806 to 870 MHz). Antennas will be mounted on the roof, front fender, and/or rear fender. All vehicle electronic circuits including, but not limited to ignition, AM/FM radio receivers, computers, emission controls, and regulators, shall be designed to suppress, bypass, or otherwise prevent interference from affecting the radio transceiver. Also, the vehicle electronic equipment shall be unaffected by radio frequency energy generated and radiated by the (up to 125-watt output) transmitter portion of installed transceivers.

**Note:** [Purchasing agencies \(End User\) shall specify frequency or frequencies for which protection is required.](#)

**Seat, Passenger** (for Chevy/GMC Suburbans and vans as applicable)

**Rear Seats** (for Extended Cab Pickups only)

**Rear Seats** (for Utility Vehicles) - additional, to increase seating capacity to 8.

**Shock Absorbers, Heavy-Duty** - Shock absorber shall be the manufacturer's heavy-duty type in lieu of the regular-duty shock absorbers.

**Spare, Wheel and Tire** - Full-size conventional type mounted spare tires or space saver tires shall be New in Type and Size of Tire and Wheel. If spare is being eliminated by manufacturer for any reason, run-flat tire or tire inflator kit must be provided.

**Spotlight** - Spotlight shall be Unity 325 halogen, or equal, and shall have a 6-inch diameter clear lens for current model automobile. It shall be mounted in the left side windshield post or quarter panel, either by the chassis manufacturer or by means of an approved bracket (Unity Model #229 will satisfy this requirement). The local installation, if required, shall be accomplished in a workmanship-like manner. The spotlight and the rearview mirror shall not conflict.

**Steering Wheel, Tilt, Chassis Manufacturer's Standard**

**Toolbox, Crossover Type (for use on Light-duty Pickups)** - Shall be constructed of minimum 14-gauge automotive type steel or Galvanneal. One cover shall be provided on each side of the box to permit access from either side of the vehicle. These covers shall be weather-proof when the compartment doors are in the closed position and shall be equipped with self-locking "stay-open" braces, torsion spring or gas shocks to ensure that the

compartment doors remain open when lifted, and plated metal paddle handle latches. Each latch shall be provided with a lock and the locks shall be keyed alike. The interior of the box shall be equipped with a full width sliding tray constructed of minimum 22-gauge steel. The length of the tray shall be approximately one-half of the interior width of the pickup bed. The tray shall be provided with handles or other suitable means so it can be accessed from either side of the vehicle. The tray shall be equipped with adjustable dividers set on approximately 5-inch centers. The toolbox shall be provided complete, installed, and painted manufacturer's standard white with a minimum paint thickness of 3 mils or painted to match the color of the truck body if other than white.

**Note:** [This Tool Box option may not be compatible with Alternative fuels - due to fuel storage tank\(s\) location.](#)

**Toolbox, Crossover Type, Special Application** (for use on Light-duty Long Bed Pickups) - same as Option 119, above, except with the approximate dimensions listed below; used mainly by engineers and surveyors. Dimensions shall be 61-3/4" long (overall width 69-1/2") by 25-1/2" depth, 30" width. **Example:** Rawson-Koenig model No. St-63WD).

**Note:** [This Tool Box Option may not be compatible with Alternative fuels - due to fuel storage tank\(s\) location or short wheelbase pickups with short beds.](#)

**Transmission, Automatic, 3, 4 or 5-Speed Type** - Where not listed in the base specification.

**Transmission Oil Cooler, Heavy-Duty Auxiliary** (for Automatic Transmission in Automobiles and Light-Duty Trucks) - This is in addition to, not in lieu of, the regular oil cooler installed by the chassis manufacturer unless an increased capacity internal cooler, which is available from the chassis manufacturer as a regular production option, is provided.

**Note:** [The chassis manufacturer's increased cooling capacity option code shall be indicated on the line-setting ticket or window sticker provided with the unit upon delivery.](#)

**Warranty, Extended** - When so specified in the **End Users** Purchase Order, an extended warranty shall be provided to cover the period of time from expiration of the manufacturer's standard warranty to a period of 4 years and 70,000 miles, whichever comes first. If the manufacturer's standard warranty extends through this period, it shall apply. Any covered work performed during this period shall be at no charge to the ordering agency and shall include all major vehicle systems excluding normal maintenance items such as belts, hoses, batteries, filters, greases and lubricating oils, fuses, replacement fluids, tires and tubes, tire repair, light bulbs, etc. Extended warranty service shall be available from any authorized dealer.

**Window Tint** - Maximum factory-installed available (limited application)

**Windshield Wipers, Intermittent Type** - with integral windshield washers - must be factory-installed.

### 3.7 SPECIFICATIONS FOR OPTIONAL TRUCK BODIES (MOUNTED)

Contractors are encouraged to have a thorough listing of Optional Truck Bodies available to offer **HGACBuy** members (see below).

**Note:** [Failure to provide pricing for Optional Truck Bodies on Form F may result in bid being rejected as non-responsive.](#)

- A. Conventional Dump Body
- B. Platform Dump Body (Steel Floor)
- C. Stake Dump Body (Wood Floor)
- D. Stationary Platform Body (Steel Floor)
- E. Stationary Platform Body (Wood Floor)
- F. Stationary Stake Body (Wood Floor)
- G. Utility Bodies
- H. Suggested Options

#### A. CONVENTIONAL DUMP BODY

1. **Sides & Front Panel** – 10 Gauge steel on side construction.
2. **Floor** – 10 Gauge hi-tensile steel, with 2" radius sides-to-floor. Securely welded to channel crossmembers, head sheet support and rear bolster.

3. **Tailgate** – Constructed of 10 Gauge steel. Fully boxed brace frame with two (2) vertical braces and sloped lower rail. Heavy duty offset gate hardware, top and bottom.
  4. **Understructure** – Completely pattern-built with 3” structural channel crossmembers on 16” centers with two (2) 5” structural (6.7# per ft.) channel long sills, all firmly gusseted and welded.
  5. **Lights & Reflectors** – To be recessed shock resistant rubber mounted, FMVSS 108 clearance lights, three (3) cluster lights (lower apron), and rear facing stop-turn-tail lights mounted at top of corner posts for added visibility.
  6. **Hoist** – Hoist to be double acting, power up and power down.
  7. **Power Take-Off** – Power take-off for dump operation shall be at least single speed. PTO shall be repairable type having replaceable bearings, gaskets, seals, and other less durable parts. Some light duty trucks with automatic transmissions require an electric-powered PTO if ordered.
  8. **Safety Strut (Brace)** – Each Conventional Type Dump Body shall be equipped with a “safety strut” designed to support the empty dump body in a raised position at an angle of approximately 45 degrees from the hoist sub-fame.
  9. **Rub Rails** – To be installed the full-length of both sides and the tailgate.
- B. PLATFORM DUMP BODY (STEEL FLOOR)**
1. **Floor** – 10 Gauge hi-tensile steel. Securely welded to both crossmembers and longitudinal.
  2. **Understructure** - 3” steel I-beam crossmembers on 16” centers with two (2) 5” structural (6.7# per ft.) channel long sills, all firmly gusseted and welded.
  3. **Lights & Reflectors** - To be recessed shock resistant rubber mounted, FMVSS 108 clearance lights, three (3) cluster lights (lower apron), and rear facing stop-turn-tail lights.
  4. **Hoist** – Hoist to be double acting, power up and power down.
  5. **Rails** - The floor edges of Steel Platform Type Dump Bodies shall be enclosed with high-strength steel channel rails installed on both ends and on both sides.
  6. **Protector, Cab (Bulkhead Type)** - Body shall be equipped with a bulkhead type cab protector. This protector shall be designed to prevent shifting of load and penetrating or crushing of the driver's compartment.
  7. **Stake Pockets** - To be provided with the standard number of stake pockets for this size body.
  8. **Trip Handles** - Trip handles for tailgates of dump bodies shall be so arranged that, in dumping, the operator will be in the clear.
  9. **Power Take-Off** – Power take-off for dump operation shall be at least single speed. PTO shall be repairable type having replaceable bearings, gaskets, seals, and other less durable parts. Some light duty trucks with automatic or manual transmissions require an electric-powered PTO if ordered.
  10. **Safety Strut (Brace)** – Each Platform Dump Body shall be equipped with a “safety strut” designed to support the empty dump body in a raised position at an angle of approximately 45 degrees from the hoist sub-fame.
- C. STAKE DUMP BODY (WOOD FLOOR)**
1. **Height of stake sides** - Minimum 40 inches.
  2. **Floor** - Kiln-dried, Wolmanized or Penta-treated lumber free from such defects as loose knots, knotholes, excessive warp, or edge splits. Each section shall be securely fastened to each cross member by recessed screws or bolts and installed flush with side rails.
  3. **Understructure** – Cross member spacing shall be the manufacturer's standard spacing. Minimum of two (2) 5” longitudinal.
  4. **Lights & Reflectors** - To be recessed shock resistant rubber mounted, FMVSS 108 clearance lights, three (3) cluster lights (lower apron), and rear facing stop-turn-tail lights.
  5. **Hoist** - Stake Dump Bodies shall be equipped with a single cylinder scissor type conversion hoist mounted under the body.
  6. **Power Take-Off** - Power take-off for dump operation shall be at least single speed.
  7. **Rails** - The floor edges of Stake Dump Bodies shall be enclosed with rails installed on both ends and on both sides.
  8. **Safety Strut (Brace)** – Each Stake Dump Body shall be equipped with a “safety strut” designed to support the empty dump body in a raised position at an angle of approximately 45 degrees from the hoist sub-fame.
  9. **Protector, Cab (Bulkhead Type)** - Body shall be equipped with a bulkhead type cab protector. This

protector shall be designed to prevent shifting of load and penetrating or crushing of the driver's compartment.

10. **Stake Rack Sections** - Stake Dump Bodies shall have removable stake rack sections at least 40 inches high measured from the top to the floor rail after installation.
11. **Stakes and Stake Pockets** – To be provided with the standard number of stake pockets for this size body.

**D. STATIONARY PLATFORM BODY (STEEL FLOOR)**

1. **Steel** - 10 Gauge hi-tensile steel, securely welded to both crossmembers and longitudinal.
2. **Rails** - The floor edges of Steel Platform Bodies shall be enclosed with steel rails installed on both ends and on both sides.
3. **Cross Members** - Cross members spacing shall be the manufacturer's standard spacing.
4. **Longitudinal Sills** - A minimum of two are required which shall be manufactured from minimum 5-inch, 6.7 lb/ft structural steel channel or 5-inch, 10 lb/ft steel I-beam.
5. **Protector, Cab (Bulkhead Type)** - Body shall be equipped with a bulkhead type cab protector. This protector shall be designed to prevent shifting of load and penetrating or crushing of the driver's compartment.
6. **Stake Pockets** – To be provided with the standard number of stake pockets for this size body.

**E. STATIONARY PLATFORM BODY (WOOD FLOOR)**

1. **Floor** - Kiln-dried, Wolmanized or Penta-treated lumber free from such defects as loose knots, knotholes, excessive warp, or edge splits. Each section shall be securely fastened to each cross member by recessed screws or bolts and installed flush with side rails.
2. **Rails** - The floor edges of Steel Platform Bodies shall be enclosed with steel channel rails installed on both ends and on both sides.
3. **Cross Members** - Cross members spacing shall be the manufacturer's standard spacing.
4. **Longitudinal Sills** - A minimum of two are required which shall be manufactured from minimum 5-inch, 6.7 lb/ft structural steel channel or 5-inch, 10 lb/ft steel I-beam.
5. **Protector, Cab (Bulkhead Type)** - Body shall be equipped with a bulkhead type cab protector. This protector shall be designed to prevent shifting of load and penetrating or crushing of the driver's compartment.
6. **Stake Pockets** – To be provided with the standard number of stake pockets for this size body.

**F. STATIONARY STAKE BODY (WOOD FLOOR)**

1. **Height of stake sides** - Minimum 40 inches.
2. **Cross Members** - Cross member spacing shall be the manufacturer's standard spacing.
3. **Flooring** – Kiln-dried, Wolmanized or Penta-treated lumber free from such defects as loose knots, knotholes, excessive warp, or edge splits. Each section shall be securely fastened to each cross member by recessed screws or bolts and installed flush with side rails.
4. **Longitudinal Sills** - A minimum of two are required which shall be minimum 6-inch, 12-gauge formed steel channel.
5. **Protector, Cab (Bulkhead Type)** - Body shall be equipped with a bulkhead type cab protector, which shall be a part of the body. This protector shall be designed to prevent shifting of load and penetrating or crushing of the driver's compartment.
6. **Stake Rack Sections** - Stake Dump Bodies shall have removable stake rack sections at least 40 inches high measured from the top to the floor rail after installation. Each stake rack section shall be equipped with the necessary hardware to lock each section to adjacent sections. Two rack sections shall be provided on each side, and two on the rear of each stake dump body. Each stake rack section shall have a minimum of four horizontal slats with no more than a 7-inch gap between them. The slats shall be constructed from minimum 18-gauge corrugated steel with rounded corners and smooth edges. Each slat shall be securely fastened to two steel stakes.
7. **Stakes and Stake Pockets** - Stake Dump Bodies shall be provided with the standard number of stake pockets for this size body.

**G. UTILITY BODIES**

1. **Scope** - Utility Bodies for Cab/Chassis shall be the general-purpose type, mounted on the following



and meeting or exceeding the following requirements:

2. **Bumper, Rear** - The rear bumper shall be made of heavy-duty safety tread plate steel with recessed type hitch plate for installation of a ball-type hitch.
3. **Compartment Doors** - Each compartment shall have a door and the door(s) shall have automotive type neoprene weather stripping installed between the door and the compartment so as to make the compartment dustproof and waterproof.
4. **Hinge Pins and Hinges** – Doors to incorporate integral (5/16” diameter min.) stainless steel rod hinge pins, stainless steel pillow block hinges to be self-lubricating plastic bushings. Hinge pillow blocks to be attached to body with closed end pop rivets or welded.
5. **Door Retainers** – Spring loaded door retainers on vertical doors easily detachable to allow door swing 180 degrees. Heavy-duty chain supports on horizontal doors to be easily removed to allow door to drop down.
6. **Horizontal Storage Space** - The horizontal storage space shall extend the full length of the utility body on both sides but may be partitioned into several compartments either horizontally or vertically.
7. **Latches** - Each compartment door shall have a latch and handle and the handle shall be stainless steel, paddle-type handle. Closure of the door shall be the slam action type.
8. **Locks** - Compartments shall have locks on each door and every lock shall be keyed alike [two sets of keys shall be furnished with each unit ordered.
9. **Material, Body** - Body shall be constructed of minimum 14-gauge A40 galvaneal steel. Compartment doors shall be constructed of minimum 14- gauge outer panel and a full inner panel of 18 gauge.
10. **Floor** – 1/8” treadplate floor with 3” longitudinal flange at each body side.
11. **Tailgate** – 11-1/2” high with stainless steel cables support and secure tailgate. Tailgate to drop down for dock style loading.
12. **Understructure** – 3/16” formed steel front and rear crossmembers at front and rear of body. Intermediate crossmembers to be 10-gauge formed steel. Longitudinals to be formed 14-gauge “hat” channel and run full length of the body.
13. **Undercoating** - The entire underside of the utility body shall be completely and thoroughly undercoated without skips, voids, or thin places with a high-quality asphalt base underbody coating conforming to Federal Specification TT-C-520B, such as R-477-139 manufactured by Daubert Chemical Co., Chicago, Illinois 60638, or Lion Nokorode Emulsion 331 manufactured by Lion Oil Company, El Dorado, Arkansas 71730, or an approved equal. The undercoating shall be applied in accordance with the undercoating manufacturer's instructions.

#### H. SUGGESTED OPTIONS

1. **Telescoping Top** – 16 gauge, sliding top to provide cover and protection of the cargo bay. Top to run along full-length galvanealed steel or aluminum tracks.
2. **Flip-Top Compartment** – Top opening compartment to have adjustable dividers and run the length of the service body providing quick access to small storage items.
3. **Horizontal Through Compartment** – To be located curbside and run full-length of the horizontal compartment with a rear access door. Access door to be equipped with paddle handle latch and locking cylinder to match locks on compartment doors. Rubber bumper on body to protect door.

#### CONTRACT PROVISIONS FOR NON-FEDERAL CONTRACTS UNDER FEDERAL AWARDS

In addition to other provisions required by the **Federal agency** or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense

Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be

required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes

place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(K) 49 CFR Part 661 Buy America compliance will be required when applicable to Federally Funded projects.

(L) Retention and access requirements for records 29 CFR 1470.42 will be required. The successful bidder must adhere to these requirements.

§ 1470.42 Retention and access requirements for records. (a) Applicability. (1) This section applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees which are: (i) Required to be maintained by the terms of this part, program regulations or the grant agreement, or (ii) Otherwise reasonably considered as pertinent to program regulations or the grant agreement. (2) This section does not apply to records maintained by contractors or subcontractors. For a requirement to place a provision concerning records in certain kinds of contracts, see §1470.36(i)(10). (b) Length of retention period. (1) Except as otherwise provided, records must be retained for three years from the starting date specified in paragraph (c) of this section. (2) If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later. (3) To avoid duplicate recordkeeping, awarding agencies may make special arrangements with grantees and subgrantees to retain any records which are continuously needed for joint use. The awarding agency will request transfer of records to its custody when it determines that the records possess long-term retention value. When the records are transferred to or maintained by the Federal agency, the 3-year retention requirement is not applicable to the grantee or subgrantee. (c) Starting date of retention period—(1) General. When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year's records starts on the day the grantee submits its expenditure report for the

last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due. (2) Real property and equipment records. The retention period for real property and equipment records starts from the date of the disposition or replacement or transfer at the direction of the awarding agency. (3) Records for income transactions after grant or subgrant support. In some cases, grantees must report income after the period of grant support. Where there is such a requirement, the retention period for the records pertaining to the earning of the income starts from the end of the grantee's fiscal year in which the income is earned. (4) Indirect cost rate proposals, cost allocations plans, etc. This paragraph applies to the following types of documents, and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (i) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the grantee) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

(M) Negotiation of profit as a separate Element of Price - The successful bidder must comply with 2 C.F.R. 200.323.

## DEBRIEFING

Requests for a debriefing must be made in writing to [jasmine.wilson@h-gac.com](mailto:jasmine.wilson@h-gac.com) within 5 days of board approval. H-GACE reserves the right to not conduct debriefings if the requests are made after that time. This procedure is NOT available to respondents who did not participate in selected ITBs or RFPs, to non-responsive or non-timely Respondents/Bidders, or when all proposals/bids are rejected.

----- End of Section B -----

**For questions about this specification, please contact:**

**Jasmine Wilson - 713-993-4554**

[jasmine.wilson@h-gac.com](mailto:jasmine.wilson@h-gac.com)

**Note: Responses will be accepted by online electronic submissions. Follow the submission instructions listed on HGACBuy.org, or your response may be deemed as non-compliant. Responses are scheduled to be "Opened by HGAC" on the date and time indicated.**



## SECTION C - H-GAC FORMS

(Rev 12/02/09)

For Use In Responding To Competitive Bid And Proposal Invitations

Invitation No.: **VE11-20**

Title: **Current Model Cars and Light Trucks**

This Section contains the following **H-GAC FORMS**.

FORM	DESCRIPTION
<b>Form A:</b>	Offeror Identification and Authorized Signatory
<b>Form B:</b>	Historically Underutilized Business Enterprises
<b>Form C:</b>	Response Checklist
<b>Form D:</b>	Offered Items Pricing
<b>Form E:</b>	Published Options
<b>Form F:</b>	Dealer Option Pricing
<b>Form G:</b>	Marketing Plan
<b>Form H:</b>	Tabulation Example
<b>Form W-9</b>	Request for Taxpayer Identification Number and Certification
<b>Form CIQ</b>	Conflict of Interest Questionnaire
<b>Form 1295</b>	Certificate of Interested Parties
<b>HB 89</b>	Prohibition on Contracts with Companies Boycotting Israel
<b>CCI</b>	Contractor Contact Information

These *FORMS* are hereby made available in electronic format. They should be copied to Offeror's computer for completion and/or printout as required. The *FORMS* **may not** be changed or altered in any way, except as may be specified on the *FORM*.

**ALL** completed *FORMS* must also be submitted electronically on electronic media (DVD, CDROM, flash/thumb drive), excepting of course for signatures. The printed "Original" of the response will be considered as the official copy in case of any discrepancy between the electronic version and the printed Original.

**FORM A - OFFEROR IDENTIFICATION & AUTHORIZED SIGNATORY**

Invitation No.: VE11-20A

(DO NOT handwrite this Form. Information must be typed in.)

Invitation Title: **Current Model Cars and Light Trucks**

Offeror Company: \_\_\_\_\_

(Legal name of business which will appear on contract, if awarded)

Offeror Status:  Manufacturer  Dealer/Distributor  Other

Response Type(1):  Single Offeror Acting Alone Or As Lead  Multiple Offerors Acting Jointly

Contract Signatory(2): \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address(3): \_\_\_\_\_

Street/PO Box City State & Zip

Physical Address: \_\_\_\_\_

Street City State & Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_ Web Page URL: \_\_\_\_\_

(1) If Joint Offering, all parties must submit a signed Form A. A contract will be offered to each.

(2) Person who will sign final contract documents if an award is made.

(3) Address to which final contract documents would be sent for signature.

**Member Contact Information**

Contact Person(4): \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street/PO Box City State & Zip

Physical Address: \_\_\_\_\_

Street City State & Zip

Toll Free Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

(4) Person who End Users will contact for product information and to get pricing quotes.

**The Signatory below, on behalf of Offeror:**

- Acknowledges having thoroughly reviewed the Invitation;
- Attests to having the authority to sign this response and commit Offeror to honor all requirements;
- Makes, under penalty of perjury, all required Offeror Certifications as detailed in General Terms;
- Certifies that all information provided in this Response is true and correct.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Title:** **Current Model Cars and Light Trucks**

**Offeror:**

Most, if not all, of the Members of HGACBuy are subject to various requirements relative to purchasing goods and services from Historically Underutilized Business Enterprises (HUBs)(See Note 1). These requirements are promulgated by federal and state governmental authorities, and include measurable criteria such as 'percentage of total dollars spent directed to HUBs', 'number of HUB contractors used', 'HUB subcontractors employed by primary contractors', etc. These requirements are generally formalized in goal oriented programs.

HGACBuy is comitted to promoting full and equal business opportunities for HUB contractors, and to assisting Cooperative Purchasing Program (COOP) Members in meeting mandated HUB goals. In that regard, Contractor shall make a good faith effort to use the services of Certified/Listed (See Note 2) HUBs whenever possible.

As part of a good faith effort, Contractor agrees to work with and assist HGACBuy Members in meeting HUB targets and goals, as may be required by any rules, processes or programs they might have in place. Such assistance may include such things as compliance with reporting requirements, provision of documentation, consideration of 'Certified/Listed' subcontractors, provision of documented evidence that an active participatory role for a HUB entity was considered in a procurement transaction, etc.

Note 1: There are many designations other than "HUB" used across the country within various jurisdictions. Examples include terms such as Disadvantaged Business Enterprise (DBE), Minority Owned Business Enterprise (MBE), Woman Owned Business Enterprise (WBE), Small Disadvantaged Business (SDB), Small, Woman or Minority-owned Business (SWAM), etc. Regardless of the formal designation, the overall objective of the relavant programs is basically the same, i.e. to insure that disadvantaged and underutilized members of the business community receive a fair share of public spending. The term HUB as used herein shall be understood to encompass all such programs/business enterprises, no matter what terminology is used by the Member.

Note 2: The terms "Certified" and "Listed" as used in conjunction with HUB programs relate to the process of HUB qualification review. Jurisdictions usually require that companies claiming HUB status be reviewed and confirmed as meeting certain minimum requirements to claim that status, and that the review and confirmation process be carried out by certain designated entities. They are then "Certified" or "Listed" by having their name included on an official listing published by the Certifying or Listing Authority.

Accepted and Agreed By:

Title:

Date:

**HUB Status Of Offeror**

Offeror is a HUB, as detailed below.

Offeror is not a HUB.

Designation(s):  HUB  DBE  MBE  WBE  Other

Certifying/Listing Authority(s):

**Subcontracts**

On a separate sheet, list any subcontractors that would be employed in providing products or services related to this procurement. Include subcontractor name, designation (HUB, DBE, etc.) and certifying/listing authority.

Subcontractor List attached.

No Subcontractors will be used.



FORM C - RESPONSE CHECKLIST		Procurement No.:	VE11-20A
Title: <u>Current Model Cars and Light Trucks</u>			
Offeror: _____			
This <i>FORM</i> is provided to help insure that all required Response elements have been completed and			
This Response Includes:			Init.
1	An "Original" hard copy of the <b>COMPLETE</b> submission, including all required <i>FORMS</i> , plus one <b>COMPLETE</b> copy, each in a separate <b>hard-sided</b> 3-ring binder. <b>(Submissions will be completed online-see HGACBuy website.)</b>		
2	A copy of the <b>COMPLETE</b> submission, including all required <i>FORMS</i> , in <b>electronic format</b> (CD, DVD, flash drive). <b>Forms D &amp; E must be provided in the original excel format.</b>		
3	An originally signed <b>Form A</b> from all entities who are party to this submission and who should be offered a contract if this submission is successful.		
4	A <b>Form W-9 - Request for Taxpayer Identification Number and Certification</b> shall be provided from each entity that has submitted a <b>Form A</b> for this submission (See Attachment)		
5	<b>Form CIQ</b> (Conflict of Interest Questionnaire) completed and signed and provided from each entity that has submitted a <b>Form A</b> for this submission (See Attachment)		
6	<b>Form 1295 Form</b> (Certificate of Interested Parties) must be filled out electronically with the Texas Ethics Commissions's online filing application, printed out, signed and provided from each entity that has submitted a <b>Form A</b> for this submission (See		
7	<b>Marketing Plan (Form F)</b> - Bidder shall provide a written narrative explaining in some detail activities that will be undertaken to actively market and promote an H-GAC contract to local government and non-profit End Users.		
8	<b>House Bill HB 89 Verification Form</b> - completed and signed and provided from each entity that has submitted a Form A for this submission (See Attachment)		
9	The required list of <b>References</b> .		
10	Details of " <b>Service Organization</b> ", including locations, hours, personnel and parts/service availability. (Applies to hard goods only.)		
11	Complete <b>Warranty Documentation</b> for all Products offered.		
12	A complete OEM Options Catalog with MSRP pricing named with perctage discount on <b>Form E</b> . <b>Bidder must provide an electronic copy of this catalog.</b>		
13	The manufacturer's latest <b>Specification Documents</b> detailing standard features, operating characteristics, etc., for all products offered.		
14	If the <b>Non-Resident Reciprocal Bid Act</b> applies, a copy of your state statute and a determination of the status of Texas bidders/proposers in your home state. If not applicable, indicate "N/A"		
15	A <b>Bid/Proposal Bond</b> , or <b>Cashier's Check</b> in the amount of <b>\$3000</b> . (A percentage bond is NOT acceptable.)		<b>N/A</b>











<b>FORM-G: MARKETING PLAN</b>	<b>Procurement No</b>	<b>VE11-20A</b>
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<b>Offeror:</b>	
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Instructions: Reference Section-B, subsection 9.0

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## Tabulation Example

H-GAC 'Form D' - BASE VEHICLE PRODUCT PRICING																
Offeror Name:																
Invitation No.:		VE11-20A - CURRENT MODEL CARS AND LIGHT TRUCKS														
1) Fill In unshaded areas. Shaded cells are for H-GAC use only.																
2) Each bidder must supply its OEM options catalog with MSRP pricing named on <b>Form E</b> . Price increases will not be allowed for the entire model year that the catalog is in effect.																
3) Indicate below ( <b>Column G</b> ), the discount percentage off the stated MSRP pricing will be for the entire OEM Options Catalog.																
4) The complete OEM catalog can be submitted as a "hard copy" if you so choose. However, in any case, an electronic version of the complete catalog must also be submitted with the bid.																
5) Remember to submit Manufacturer Option (OEM) Catalogs and discount on <b>Form E</b> .																
6) Remember to bid all Dealer Options on <b>Form F</b> .																
7) <b>Bid Pricing Rank</b> - If 4 bids were received, low bid would be scored as a 4, the next lowest bid a 3 and so on.																
8) <b>Bid Price Score - Pricing Rank x .7</b> . Base bid price is worth <b>70%</b> of the total score.																
9) <b>% Discount Rank</b> - If 4 bids were received for a product code, the greater % discount would score a 4, the next highest a 3 and so on.																
10) <b>Discount Score - Discount Rank x .2</b> . OEM Catalog % Discount is worth <b>20%</b> of the total score. This is the % discount off the OEM Options Catalog bid on <b>Form E</b> .																
11) <b>Marketing Plan Score</b> - Marketing Plan is worth 5% of the total score. If a Marketing Plan is provided you will receive the full 5%. If not provided bidder will receive a <b>0</b> for this scoring component. <b>The below example assumes bidder provided a Marketing Plan thus receiving 5%.</b>																
12) <b>Past Sales Performance</b> - Past Sales Score is worth 5% of the total score. If Bidder is a current vendor and has sales they will receive the full 5%. <b>Note:</b> Current contractors with no sales will receive a score of <b>4%</b> . First time bidders will garner 5% for this scoring component. <b>The below example assumes bidder has had sales on the current contract thus receiving 5%.</b>																
Current Model Cars and Light Trucks																
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Bidder
HGAC Prod. Code	MFG.	Vehicle Line or Category	Mfg. Body Code	Model / Description	Base Price	Percentage Discount off OEM Options Catalog (See Note #3)	Base Price Rank	Base Price Score (Pricing Rank x .7)	% Discount Rank	Discount Score (Discount Rank x .2)	Base Price Rank	Marketing Plan Score (Rank x 0/.05)	Base Price Rank	Past Sales Performance Score (Rank x .04/.05)	Awardee (Highest Score) (Col I + K + M + O)	
Chevrolet																
2018 GM model year, with standard factory features, configured as per GM global connect pricing schedule revision dated December 2017																
A01	Chev.	Coupe	1EE37	Chevrolet Camaro LS 2-door Coupe, RWD,3.6L SIDI DOHC V6 VVT, 6-speed Manual Transmission, <b>Complete with all manufacturer's standard equipment</b>	\$27,000.00	5%	2	1.4	3	0.6	2	0.1	2	0.1	2.2	Jones Chevrolet
A01	Chev.	Coupe	1EE37	Chevrolet Camaro LS 2-door Coupe, RWD,3.6L SIDI DOHC V6 VVT, 6-speed Manual Transmission, <b>Complete with all manufacturer's standard equipment</b>	\$27,200.00	5%	1	0.7	3	0.6	1	0.05	1	0.05	1.4	Smith Chevrolet
A01	Chev.	Coupe	1EE37	Chevrolet Camaro LS 2-door Coupe, RWD,3.6L SIDI DOHC V6 VVT, 6-speed Manual Transmission, <b>Complete with all manufacturer's standard equipment</b>	\$25,000.00	4%	4	2.8	2	0.4	4	0.2	4	0.2	3.6	Carter Chevrolet
A01	Chev.	Coupe	1EE37	Chevrolet Camaro LS 2-door Coupe, RWD,3.6L SIDI DOHC V6 VVT, 6-speed Manual Transmission, <b>Complete with all manufacturer's standard equipment</b>	\$25,500.00	7%	3	2.1	4	0.8	3	0.15	3	0.15	3.2	Reeh Chevrolet



# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

## CERTIFICATE OF INTERESTED PARTIES – FORM 1295

**Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission’s online filing application, printed out, signed, notarized, and attached to proposal in the response - Section TAB A)**

H-GAC is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits H-GAC from entering into a contract resulting from this RFP with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to H-GAC at the time business entity submits the signed contract. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission. The following definitions apply:

- (1) **“Business Entity”** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation. TEX. GOV’T CODE § 2252.908(1).
- (2) **“Interested Party”** means a person:
  - a) who has a controlling interest in a business entity with whom H-GAC contracts; or
  - b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity. TEX. GOV’T CODE § 2252.908(3).
- (3) **“Controlling interest”** means:
  - a) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
  - b) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
  - c) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. *Subsection (c) does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.* TEX. ETHICS COMM. RULE 46.3(c).
- (4) **“Intermediary”** means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:
  - a) receives compensation from the business entity for the person’s participation;
  - b) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
  - c) is not an employee of the business entity. TEX. ETHICS COMM. RULE 46.3(e).

### **As a “business entity,” all vendors must:**

- (1) **complete Form 1295 electronically** with the Texas Ethics Commission using the online filing application, which can be found at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)
  - **All vendors must complete Form 1295, even if no interested parties exist**
  - In Section 2, insert “Houston-Galveston Area Council”
  - In Section 3, insert the H-GAC RFP # for this proposal
- (2) **print a copy of the completed form** (make sure that it has a computer-generated certification number in the “Office Use Only” box)
- (3) have an authorized agent of the business entity **sign the form**
- (4) **notarize the form**
- (5) **submit** the completed, signed, notarized Form 1295, with the certification of filing, by **attaching the form to your proposal in Section TAB A**

H-GAC must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30<sup>th</sup> day after receipt by H-GAC. After H-GAC acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website with seven business days after receiving notice from H-GAC.

# CERTIFICATE OF INTERESTED PARTIES

# FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

### OFFICE USE ONLY

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 AFFIDAVIT** I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
 Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath

**ADD ADDITIONAL PAGES AS NECESSARY**

# House Bill 89 Verification Form

## Prohibition on Contracts with Companies Boycotting Israel

The 85<sup>th</sup> Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

---

I, (authorized official) \_\_\_\_\_, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

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Company Name

---

Signature of Authorized Official

---

Title of Authorized Official

---

Date

# H-GAC

Houston-Galveston Area Council  
P.O. Box 22777 · 3555 Timmons · Houston, Texas 77227-2777

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## Cooperative Agreement -

### GENERAL PROVISIONS

This Agreement is made and entered into, by and between the Houston-Galveston Area Council hereinafter referred to as H-GAC having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027 and \_\_\_\_\_, hereinafter referred to as the Contractor, having its principal place of business at \_\_\_\_\_.

WITNESSETH:

WHEREAS, H-GAC hereby engages the Contractor to perform certain services in accordance with the specifications of the Agreement; and

WHEREAS, the Contractor has agreed to perform such services in accordance with the specifications of the Agreement;

NOW, THEREFORE, H-GAC and the Contractor do hereby agree as follows:

#### **ARTICLE 1: LEGAL AUTHORITY**

The Contractor warrants and assures H-GAC that it possesses adequate legal authority to enter into this Agreement. The Contractor's governing body, where applicable, has authorized the signatory official(s) to enter into this Agreement and bind the Contractor to the terms of this Agreement and any subsequent amendments hereto.

#### **ARTICLE 2: APPLICABLE LAWS**

The Contractor agrees to conduct all activities under this Agreement in accordance with all applicable rules, regulations, directives, standards, ordinances, and laws, in effect or promulgated during the term of this Agreement, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Contractor shall furnish H-GAC with satisfactory proof of its compliance therewith.

#### **ARTICLE 3: INDEPENDENT CONTRACTOR**

The execution of this Agreement and the rendering of services prescribed by this Agreement do not change the independent status of H-GAC or the Contractor. No provision of this Agreement or act of H-GAC in performance of the Agreement shall be construed as making the Contractor the agent, servant or employee of H-GAC, the State of Texas or the United States Government. Employees of the Contractor are subject to the exclusive control and supervision of the Contractor. The Contractor is solely responsible for employee related disputes and discrepancies, including employee payrolls and any claims arising therefrom.

#### **ARTICLE 4: WHOLE AGREEMENT**

The General Provisions, Special Provisions, and Attachments, as provided herein, constitute the complete Agreement ("Agreement") between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein. Except as otherwise provided herein, this Agreement cannot be modified without written consent of the parties.

#### **ARTICLE 5: SCOPE OF SERVICES**

The services to be performed by the Contractor are outlined in an Attachment to this Agreement.

**ARTICLE 6: PERFORMANCE PERIOD**

This Agreement shall be performed during the period which begins \_\_\_\_\_ and ends \_\_\_\_\_. All services under this Agreement must be rendered within this performance period, unless directly specified under a written change or extension provisioned under Article 15, which shall be fully executed by both parties to this Agreement.

**ARTICLE 7: PAYMENT OR FUNDING**

Payment provisions under this Agreement are outlined in the Special Provisions.

**ARTICLE 8: REPORTING REQUIREMENTS**

If the Contractor fails to submit to H-GAC in a timely and satisfactory manner any report required by this Agreement, or otherwise fails to satisfactorily render performances hereunder, H-GAC may terminate this agreement with notice as identified in Article 16 of these General Provisions. H-GAC has final determination of the adequacy of performance and reporting by Contractor. Termination of this agreement for failure to perform may affect Contractor's ability to participate in future opportunities with H-GAC. The Contractor's failure to timely submit any report may also be considered cause for termination of this Agreement.

Any additional reporting requirements shall be set forth in the Special Provisions of this Agreement.

**ARTICLE 9: INSURANCE**

Contractor shall maintain insurance coverage for work performed or services rendered under this Agreement as outlined and defined in the attached Special Provisions.

**ARTICLE 10: SUBCONTRACTS and ASSIGNMENTS**

Except as may be set forth in the Special Provisions, the Contractor agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Agreement or any right, title, obligation or interest it may have therein to any third party without prior written approval of H-GAC. The Contractor acknowledges that H-GAC is not liable to any subcontractor or assignee of the Contractor. The Contractor shall ensure that the performance rendered under all subcontracts shall result in compliance with all the terms and provisions of this Agreement as if the performance rendered was rendered by the Contractor. Contractor shall give all required notices, and comply with all laws and regulations applicable to furnishing and performance of the work. Except where otherwise expressly required by applicable law or regulation, H-GAC shall not be responsible for monitoring Contractor's compliance, or that of Contractor's subcontractors, with any laws or regulations.

**ARTICLE 11: AUDIT**

Notwithstanding any other audit requirement, H-GAC reserves the right to conduct or cause to be conducted an independent audit of any transaction under this Agreement, such audit may be performed by the H-GAC local government audit staff, a certified public accountant firm, or other auditors designated by H-GAC and will be conducted in accordance with applicable professional standards and practices. The Contractor understands and agrees that the Contractor shall be liable to the H-GAC for any findings that result in monetary obligations to H-GAC.

**ARTICLE 12: EXAMINATION OF RECORDS**

The Contractor shall maintain during the course of the work complete and accurate records of all of the Contractor's costs and documentation of items which are chargeable to H-GAC under this Agreement. H-GAC, through its staff or designated public accounting firm, the State of Texas, and United States Government, shall have the right at any reasonable time to inspect, copy and audit those records on or



off the premises by authorized representatives of its own or any public accounting firm selected by H-GAC. The right of access to records is not limited to the required retention period, but shall last as long as the records are retained. Failure to provide access to records may be cause for termination of the Agreement. The records to be thus maintained and retained by the Contractor shall include (without limitation): (1) personnel and payroll records, including social security numbers and labor classifications, accounting for total time distribution of the Contractor's employees working full or part time on the work, as well as cancelled payroll checks, signed receipts for payroll payments in cash, or other evidence of disbursement of payroll payments; (2) invoices for purchases, receiving and issuing documents, and all other unit inventory records for the Contractor's stocks or capital items; and (3) paid invoices and cancelled checks for materials purchased and for subcontractors' and any other third parties' charges.

The Contractor further agrees that the examination of records outlined in this article shall be included in all subcontractor or third-party agreements.

### **ARTICLE 13: RETENTION OF RECORDS**

The Contractor and its subcontractors shall maintain all records pertinent to this Agreement, and all other financial, statistical, property, participant records, and supporting documentation for a period of no less than seven (7) years from the later of the date of acceptance of the final payment or until all audit findings have been resolved. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the retention period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the seven (7) years, whichever is later, and until any outstanding litigation, audit, or claim has been fully resolved.

### **ARTICLE 14: CHANGES AND AMENDMENTS**

- A. Any alterations, additions, or deletions to the terms of this Agreement, which are required by changes in federal or state law or by regulations, are automatically incorporated without written amendment hereto, and shall become effective on the date designated by such law or by regulation.
- B. To ensure the legal and effective performance of this Agreement, both parties agree that any amendment that affects the performance under this Agreement must be mutually agreed upon and that all such amendments must be in writing. After a period of no less than 30 days subsequent to written notice, unless sooner implementation is required by law, such amendments shall have the effect of qualifying the terms of this Agreement and shall be binding upon the parties as if written herein.

### **ARTICLE 15: TERMINATION PROCEDURES**

The Contractor acknowledges that this Agreement may be terminated for Convenience or Default.

- A. *Convenience*  
H-GAC may terminate this Agreement at any time, in whole or in part, with or without cause, whenever H-GAC determines that for any reason such termination is in the best interest of H-GAC, by providing written notice by certified mail to the Contractor. Upon receipt of notice of termination, all services hereunder of the Contractor and its employees and subcontractors shall cease to the extent specified in the notice of termination.

The Contractor may cancel or terminate this Agreement upon submission of thirty (30) days written notice, presented to H-GAC via certified mail. The Contractor may not give notice of cancellation after it has received notice of default from H-GAC.

- B. *Default*

H-GAC may, by written notice of default to the Contractor, terminate the whole or any part of the Agreement, in any one of the following circumstances:

- (1) If the Contractor fails to perform the services herein specified within the time specified herein or any extension thereof; or
- (2) If the Contractor fails to perform any of the other provisions of this Agreement for any reason whatsoever, or so fails to make progress or otherwise violates the Agreements that completion of services herein specified within the Agreement term is significantly endangered, and in either of these two instances does not cure such failure within a period often (10) days (or such longer period of time as may be authorized by H-GAC in writing) after receiving written notice by certified mail of default from H-GAC.

#### **ARTICLE 16: SEVERABILITY**

H-GAC and Contractor agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.

#### **ARTICLE 17: FORCE MAJEURE**

To the extent that either party to this Agreement shall be wholly or partially prevented from the performance of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of force majeure shall rest solely with H-GAC.

#### **ARTICLE 18: CONFLICT OF INTEREST**

No officer, member or employee of the Contractor or subcontractor, no member of the governing body of the Contractor, and no other public officials of the Contractor who exercise any functions or responsibilities in the review or Contractor approval of this Agreement, shall participate in any decision relating to this Agreement which affects his or her personal interest, or shall have any personal or pecuniary interest, direct or indirect, in this Agreement.

#### **ARTICLE 19: FEDERAL COMPLIANCE**

Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment, Contractor shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) the Fair Labor Standards Act of 1938 (29 USC 676 et. seq.), (d) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990; (e) the Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.) and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (f) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (h) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in any specific statute(s)

applicable to any Federal funding for this Agreement; (k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement; (l) applicable provisions of the Clean Air Act (42 U.S.C. §7401 et seq.), the Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the Environmental Protection Agency regulations at 40 CFR Part 15; (m) applicable provisions of the Davis- Bacon Act (40 U.S.C. 276a - 276a-7), the Copeland Act (40 U.S.C. 276c), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332), as set forth in Department of Labor Regulations at 20 CFR 5.5a; (n) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

#### **ARTICLE 20: CRIMINAL PROVISIONS AND SANCTIONS**

The Contractor agrees to perform the Agreement in conformance with safeguards against fraud and abuse as set forth by the H-GAC, the State of Texas, and the acts and regulations of any related state or federal agency. The Contractor agrees to promptly notify H-GAC of any actual or suspected fraud, abuse, or other criminal activity through the filing of a written report within twenty-four (24) hours of knowledge thereof. Contractor shall notify H-GAC of any accident or incident requiring medical attention arising from its activities under this Agreement within twenty-four (24) hours of such occurrence. Theft or willful damage to property on loan to the Contractor from H-GAC, if any, shall be reported to local law enforcement agencies and H-GAC within two (2) hours of discovery of any such act.

The Contractor further agrees to cooperate fully with H-GAC, local law enforcement agencies, the State of Texas, the Federal Bureau of Investigation and any other duly authorized investigative unit, in carrying out a full investigation of all such incidents.

The Contractor shall notify H-GAC of the threat of lawsuit or of any actual suit filed against the Contractor pertaining to this Agreement or which would adversely affect the Contractor's ability to perform services under this Agreement.

#### **ARTICLE 21: INDEMNIFICATION AND RECOVERY**

H-GAC's liability under this Agreement, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to its order processing charge. In no event will H-GAC be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor agrees, to the extent permitted by law, to defend and hold harmless H-GAC, its board members, officers, agents, officials, employees and indemnities from any and all claims, costs, expenses (including reasonable attorney fees), actions, causes of action, judgements, and liens arising as a result of Contractor's negligent act or omission under this Agreement. Contractor shall notify H-GAC of the threat of lawsuit or of any actual suit filed against Contractor relating to this Agreement.

#### **ARTICLE 22: LIMITATION OF CONTRACTOR'S LIABILITY**

Except as specified in any separate writing between the Contractor and an END USER, Contractor's total liability under this Agreement, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, but excluding its obligation to indemnify H-GAC, is limited to the price of the particular products/services sold hereunder, and Contractor agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. In no event will Contractor be liable for any loss of use, loss of time, inconvenience, commercial loss, loss of profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor understands and agrees that it shall be liable to repay and shall repay upon demand to

END USER any amounts determined by H-GAC, its independent auditors, or any agency of State or Federal government to have been paid in violation of the terms of this Agreement.

**ARTICLE 23: TITLES NOT RESTRICTIVE**

The titles assigned to the various Articles of this Agreement are for convenience only. Titles shall not be considered restrictive of the subject matter of any Article, or part of this Agreement.

**ARTICLE 24: JOINT WORK PRODUCT**

This Agreement is the joint work product of H-GAC and the Contractor. This Agreement has been negotiated by H-GAC and the Contractor and their respective counsel and shall be fairly interpreted in accordance with its terms and, in the event of any ambiguities, no inferences shall be drawn against any party.

**ARTICLE 25: DISPUTES**

All disputes concerning questions of fact or of law arising under this Agreement, which are not addressed within the Whole Agreement as defined pursuant to Article 4 hereof, shall be decided by the Executive Director of H-GAC or his designee, who shall reduce his decision to writing and provide notice thereof to the Contractor. The decision of the Executive Director or his designee shall be final and conclusive unless, within thirty (30) days from the date of receipt of such notice, the Contractor requests a rehearing from the Executive Director of H-GAC. In connection with any rehearing under this Article, the Contractor shall be afforded an opportunity to be heard and offer evidence in support of its position. The decision of the Executive Director after any such rehearing shall be final and conclusive. The Contractor may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Agreement and in accordance with H-GAC's final decision.

**ARTICLE 26: CHOICE OF LAW: VENUE**

This Agreement shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under or in connection with the Agreement shall lie exclusively in Harris County, Texas. Disputes between END USER and Contractor are to be resolved in accordance with the law and venue rules of the state of purchase. Contractor shall immediately notify H-GAC of such disputes.

**ARTICLE 27: ORDER OF PRIORITY**

In the case of any conflict between or within this Agreement, the following order of priority shall be utilized: 1) General Provisions, 2) Special Provisions, 3) Scope of Work, and, 4) Other Attachments.

**SIGNATURES:**

H-GAC and the Contractor have read, agreed, and executed the whole Agreement as of the date first written above, as accepted by:

\_\_\_\_\_

Signature

Name

Title

Date

**H-GAC**

Signature

Name    Chuck Wemple

Title    Executive Director

Date

# H-GAC

Houston-Galveston Area Council  
P.O. Box 22777 · 3555 Timmons · Houston, Texas 77227-2777

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Cooperative Agreement -

## SPECIAL PROVISIONS

Incorporated by attachment, as part of the whole agreement, H-GAC and the Contractor do, hereby agree to the Special Provisions as follows:

### **ARTICLE 1: BIDS/PROPOSALS INCORPORATED**

In addition to the whole Agreement, the following documents listed in order of priority are incorporated into the Agreement by reference: Bid/Proposal Specifications and Contractor's Response to the Bid/Proposal.

### **ARTICLE 2: END USER AGREEMENTS ("EUA")**

**H-GAC** acknowledges that the **END USER** may choose to enter into an End User Agreement ("EUA") with the **Contractor** through this Agreement, and that the term of the EUA may exceed the term of the current **H-GAC** Agreement. **H-GAC's** acknowledgement is not an endorsement or approval of the End User Agreement's terms and conditions. **Contractor** agrees not to offer, agree to or accept from the **END USER**, any terms or conditions that conflict with those in **Contractor's** Agreement with **H-GAC**. **Contractor** affirms that termination of its Agreement with H-GAC for any reason shall not result in the termination of any underlying EUA, which shall in each instance, continue pursuant to the EUA's stated terms and duration. Pursuant to the terms of this Agreement, termination of this Agreement will disallow the **Contractor** from entering into any new EUA with **END USERS**. Applicable **H-GAC** order processing charges will be due and payable to **H-GAC** on any EUAs, surviving termination of this Agreement between **H-GAC** and **Contractor**.

### **ARTICLE 3: MOST FAVORED CUSTOMER CLAUSE**

**Contractor** shall provide its most favorable pricing and terms to H-GAC. If at any time during this Agreement, **Contractor** develops a regularly followed standard procedure of entering into agreements with other governmental customers within the State of Texas, and offers the same or substantially the same products/services offered to **H-GAC** on a basis that provides prices, warranties, benefits, and or terms more favorable than those provided to **H-GAC**, **Contractor** shall notify **H-GAC** within ten (10) business days thereafter, and this Agreement shall be deemed to be automatically retroactively amended, to the effective date of **Contractor's** most favorable past agreement with another entity. **Contractor** shall provide the same prices, warranties, benefits, or terms to **H-GAC** and its **END USER** as provided in its most favorable past agreement. **H-GAC** shall have the right and option at any time to decline to accept any such change, in which case the amendment shall be deemed null and void. If **Contractor** claims that a more favorable price, warranty, benefit, or term that was charged or offered to another entity during the term of this Agreement, does not constitute more favorable treatment, than **Contractor** shall, within ten (10) business days, notify **H-GAC** in writing, setting forth the detailed reasons **Contractor** believes the aforesaid offer is not in fact most favored treatment. **H-GAC**, after due consideration of **Contractor's** written explanation, may decline to accept such explanation and thereupon this Agreement between **H-GAC** and **Contractor** shall be automatically amended, effective retroactively, to the effective date of the most favored agreement, to provide the same prices, warranties,

benefits, or terms to H-GAC and the END USER.

***EXCEPTION:** This clause shall not be applicable to prices and price adjustments offered by a bidder, Proposer or contractor, which are not within bidder's/proposer's control [example; a manufacturer's bid concession], or to any prices offered to the Federal Government and its agencies.*

#### **ARTICLE 4: PARTY LIABILITY**

Contractor's total liability under this Agreement, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to the price of the particular products/services sold hereunder. Contractor agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. Contractor accepts liability to repay, and shall repay upon demand to END USER, any amounts determined by H-GAC, its independent auditors, or any state or federal agency, to have been paid in violation of the terms of this Agreement.

#### **ARTICLE 5: GOVERNING LAW & VENUE**

Contractor and H-GAC agree that Contractor will make every reasonable effort to resolve disputes the **END USER** in accord with the law and venue rules of the state of purchase. **Contractor** shall immediately notify **H-GAC** of such disputes.

#### **ARTICLE 6: SALES AND ORDER PROCESSING CHARGE**

**Contractor** shall sell its products to **END USERS** based on the pricing and terms of this Agreement. **H-GAC** will invoice **Contractor** for the applicable order processing charge when H-GAC receives notification of an END USER order. **Contractor shall remit to H-GAC** the full amount of the applicable order processing charge, after delivery of any product or service and subsequent END USER acceptance. Payment of the Order Processing Charge shall be remitted from Contractor to H-GAC, within thirty (30) calendar days or ten (10) business days after receipt of an END USER's payment, whichever comes first, notwithstanding Contractor's receipt of invoice. For sales made by **Contractor** based on this Agreement, including sales to entities without Interlocal Agreements, **Contractor** shall pay the applicable order processing charges to **H-GAC**. Further, **Contractor** agrees to encourage entities who are not members of H-GAC's Cooperative Purchasing Program to execute an **H-GAC** Interlocal Agreement. **H-GAC** reserves the right to take appropriate actions including, but not limited to, Agreement termination if **Contractor** fails to promptly remit the appropriate order processing charge to H-GAC. In no event shall **H-GAC** have any liability to **Contractor** for any goods or services an **END USER** procures from **Contractor**. At all times, **Contractor** shall remain liable to pay to **H-GAC** any order processing charges on any portion of the Agreement actually performed, and for which compensation was received by **Contractor**.

#### **ARTICLE 7: LIQUIDATED DAMAGES**

Contractor and H-GAC agree that Contractor shall cooperate with the END USER at the time an END USER purchase order is placed, to determine terms for any liquidated damages.

#### **ARTICLE 8: INSURANCE**

Unless otherwise stipulated in Section B of the Bid/Proposal Specifications, **Contractor** must have the following insurance and coverage minimums:

- a. **General liability** insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General

Aggregate limit of at least two times the Single Occurrence limit.

**Product liability** insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit for all Products except Automotive Fire Apparatus. For Automotive Fire Apparatus, see Section B of the Bid/Proposal Specifications.

**Property Damage or Destruction** insurance is required for coverage of **End User** owned equipment while in **Contractor's** possession, custody or control. The minimum Single Occurrence limit is \$500,000.00 and the General Aggregate limit must be at least two times the Single Occurrence limit. This insurance may be carried in several ways, e.g. under an Inland Marine policy, as art of Automobile coverage, or under a Garage Keepers policy. In any event, this coverage must be specifically and clearly listed on insurance certificate(s) submitted to **H-GAC**.

- b. Insurance coverage shall be in effect for the length of any contract made pursuant to the Bid/Proposal, and for any extensions thereof, plus the number of days/months required to *deliver* any outstanding order after the close of the contract period.
- c. Original Insurance Certificates must be furnished to **H-GAC** on request, showing **Contractor** as the insured and showing coverage and limits for the insurances listed above.
- d. If any Product(s) or Service(s) will be provided by parties other than **Contractor**, all such parties are required to carry the minimum insurance coverages specified herein, and if requested by **H-GAC**, a separate insurance certificate must be submitted for each such party.
- e. **H-GAC** reserves the right to contact insurance underwriters to confirm policy and certificate issuance and document accuracy.

## **ARTICLE 9: PERFORMANCE AND PAYMENT BONDS FOR INDIVIDUAL ORDERS**

**H-GAC's** contractual requirements DO NOT include a Performance & Payment Bond (PPB); therefore, Contractor shall offer pricing that reflects this cost savings. **Contractor** shall remain prepared to offer a PPB to cover any order if so requested by the **END USER**. **Contractor** shall quote a price to **END USER** for provision of any requested PPB, and agrees to furnish the PPB within ten business (10) days of receipt of **END USER's** purchase order.

## **ARTICLE 10: CHANGE OF STATUS**

**Contractor** shall immediately notify **H-GAC**, in writing, of **ANY** change in ownership, control, dealership/franchisee status, Motor Vehicle license status, or name. Contractor shall offer written guidance to advise H-GAC if this Agreement shall be affected in any way by such change. **H-GAC** shall have the right to determine whether or not such change is acceptable, and to determine what action shall be warranted, up to and including cancellation of Agreement.

## **ARTICLE 11: TEXAS MOTOR VEHICLE BOARD LICENSING**

All that deal in motor vehicles shall maintain current licenses that are required by the Texas Motor Vehicle Commission Code. If at any time during this Agreement term, any required **Contractor** license is denied, revoked, or not renewed, **Contractor** shall be in default of this Agreement, unless the Texas Motor Vehicle



Board issues a stay or waiver. Contractor shall promptly provide copies of all current applicable Texas Motor Vehicle Board documentation to **H-GAC** upon request.